

SASEAS Room Volunteer Guidelines

2009-2010

Seton Campus

Thank you for volunteering to be a classroom volunteer for the 2009-2010 school year! We hope you find volunteering in the classroom to be fun and rewarding.

We have made changes to the room mom role this year at SASEAS School. We broke out the traditional room mom duties into separate categories to attract as many classroom volunteers as possible. The opportunities to volunteer in the classroom are, lead room parent, classroom party chairperson and/or volunteer, and teacher gift/appreciation chairperson and/or volunteers. If you are receiving this document you have volunteered for one of the above. ☺

Below is a breakdown of responsibilities for lead room parent, party chairperson and volunteer, and teacher gift/appreciation chairperson and volunteer.

If you have any questions, please contact:

Jenn Dannemiller
PTO Vice President, Seton Campus
248-2933
jenn.dannemiller@gmail.com

Lead Room Parent

The lead room parent will be the main contact for the classroom for both PTO communication and anything the teacher might need. The lead room parent will also communicate with each party coordinator to make sure there is enough help the day of the party. He/she will also cover any roles where a volunteer did not sign-up. In the event no one signed-up for the lead room parent, the classroom teacher may call on any of the classroom volunteers to help where needed.

Party Chairperson and Volunteer

The chairperson and volunteers will be responsible for contacting classroom parents for help, planning and executing the party. In the event no one signed-up for the chairperson, the other volunteers listed for the party will take the lead.

There are 3 class parties during the school year:

Halloween - Friday, October 30, 1:45 PM (includes a school-wide parade)

Christmas - Friday, December 18, 2:00 PM

Valentine's Day – Thursday, February 12, 2:00 PM

Two to three weeks before each party, please send a letter home to the parents, asking for volunteers to help plan the party and submit their creative ideas. The specific plans for each party must be approved by the teachers, so give yourself ample time to email or call the teacher with your ideas before the party date.

On the day of the party, classroom volunteers should arrive 15 minutes before the party for set-up and should stay after the party to clean up the classroom. The room volunteers should run the party. This is a chance for the teacher to sit back, relax a little, and enjoy the party with their students.

Plan the party as you see fit. Here are some guidelines to help you, if need be:

Drinks – plan enough for each student plus some extra for the teacher and any extra siblings.

Snack – 2 or 3 items, enough for the entire class plus the teacher and extra siblings. *Please be aware of food allergies before selecting snacks.*

Cups/Napkins/Plates/Plastic Utensils

Craft / Games – The key here is to keep it simple (for both the parents to prepare and demonstrate/complete with the students) and fun. For the older grades (3/4/5) you may want to consider doing the craft as a service project (i.e. putting together craft kits that can be donated to an organization; making a craft to be donated to an orphanage, nursing home, etc.) Please see the Resources section in the back of this document for good sources for crafts and games.

Filler – You may want to bring in a book or video as a “filler”, if needed.

Treat bags – This is completely optional (and probably budget dependent). You fill like you need to provide a treat bag.

Helpful Tips:

-Whenever possible, coordinate efforts with the other classroom volunteers in your grade to share ideas, resources, combine orders to save shipping costs (i.e. Oriental Trading), etc.

-Utilize your volunteers to come up with some of the ideas for crafts, games, snacks as well as help in the preparation of items needed for the parties.

-If you order craft kits from a source like Oriental Trading, ask one of your volunteers to break the craft materials down into individual kits for each child (each kit in a zip lock baggie) and make a sample to show the kids what they are making. Things will go smoother the day of the party and you will also know ahead of time if you have enough supplies for all the kids.

-There are a lot of simple games like word searches, crossword puzzles, etc. that can be found online (see Resources in the back of this document for more information).

Party Funding:

The SASEAS School PTO will provide \$50 per party per classroom to fund the supplies, alleviating the necessity of collecting funds from parents. The PTO will disburse the monies to the party chairperson/volunteer before each party. These funds are to be used for that party only, not for teacher gifts or other classroom needs. The funds can be used for all of the supplies needed for the parties including crafts, games, paper products, snacks and drinks (if parents would like to donate any of these items to help your funds stretch further, that's fine).

After each party, the volunteer who received the \$50 check will **forward copies of party receipts** and the completed form to Jenn Dannemiller, PTO, for accounting purposes.

If you have any funds left at the end of the year, they are to be returned to the PTO, c/o Jenn Dannemiller.

Food Allergy Alert – Reminder for Class Party Snacks and Treat Bags

Please remember to be careful when sending in treats for class parties and in planning activities where allergic students could be exposed to foods containing ANY nuts or nut products (PEANUTS, ALMONDS, HAZELNUTS, WALNUTS, PECANS). **These are potentially life threatening allergies.** School parties are the most prevalent time when allergic students are at high risk to exposure. Some children don't have to ingest a large amount of the food to which he or she is allergic. Rather, he or she can be endangered if another child spills or touches a common surface and contaminates it with the food on their hands.

Some safe treats are prepackaged Rice Krispie treats, fruit and fruit snacks, and Cheetos. Parents can bring in the box or container of any foods made at home so the teacher can read the ingredients prior to anyone eating the snack. If you have a particular treat in mind and are not sure, please check with the school nurse, Mrs. Strayer, who will check on the safety of the treat. Treats with nuts or chocolate may not be eaten in the classrooms.

Teacher Gifts/Appreciation Chairperson and Volunteer

The teacher gift/appreciation chairperson and volunteers will be responsible for contacting parents and organizing Christmas gift, end-of-year gift, and teacher appreciation. In the event no one signed-up for the chairperson, the other volunteers listed will take the lead.

Teacher appreciation is usually in May. PTO will send out a reminder to all volunteers well in advance of Teacher Appreciation Week. Remember teacher appreciation doesn't have to be a week long project, it can be one gift from the class, unless the volunteers want to plan something more.

Resources

The following are some good resources for games, crafts, activities, etc.:

www.kaboose.com/index.html

www.crafts.kaboose.com/

www.familyfun.com

www.familyfun.go.com/arts-and-crafts/

www.orientaltrading.com (very reasonably priced crafts and treat bag supplies)

www.ptotoday.com

www.EnchantedLearning.com/crafts

www.makingfriends.com/

www.dltk-kids.com/

www.coloring.ws/

www.puzzlemaker.com

If you have other good resources that would be helpful to other Room Moms, please let us know.

Thanks again for volunteering, and have fun !!!!!