



## ROOM PARENT VOLUNTEER APPLICATION 2020-21

To apply to be a Room Parent, **please carefully review the information below** and return this full completed form to **Chaparralpfc@gmail.com** by 8:00 am, Wednesday, August 19th (the first day of school). No late or incomplete applications or phone calls to the PFC will be accepted.

### **Room Parent Responsibilities**

*\*This is a partial list that is subject to change. Information, reminders, and support will be provided all year!*

- Serve as the primary liaison between the teacher, class parents, and the PFC.
- Coordinate Traffic Duty volunteers two weeks per year (grades 1-5 only). *One room parent must personally supervise* Traffic Duty each day that your class is assigned (Mon-Fri; 7:30 am-8 am).
- Maintain a classroom email list and forward all PFC emails in a timely manner.
- Attend monthly PFC meetings when possible to stay up-to-date on PFC and school news.
- Work closely with an assigned co-room parent throughout the year, dividing tasks equitably.
- Help facilitate the organization of any necessary specialist volunteers (may include Library, Art, etc.) or appoint a parent to organize these volunteers.
- May be asked to help at (or to find parent volunteers for) special PFC, grade-level or classroom events throughout the year during school hours.
- May be asked by teacher to plan/execute classroom holiday celebrations throughout the year (including food, activities, supplies and volunteers) such as at Halloween and in December. Or, may simply be asked to create sign-ups for needed supplies. (Note: In 5<sup>th</sup> grade, parties are planned by the 5<sup>th</sup> grade coordinators instead.)
- Facilitate the creation of an auction basket for your class for Fall Festival (theme will be provided.)
- On the Wednesday of Staff Appreciation Week (May 5, 2021), create and present a floral bouquet for teacher. Room parents must be available on this day from approximately 7:30-8:30 am.
- Plan and execute an end-of-year celebration in class during the last week of school (grades K-4).

Please note:

- Room Parents may incur incremental out-of-pocket expenses. The PFC provides a small stipend to offset some of these expenses.
- Room Parents should not expect priority in chaperoning field trips.
- Final Room Parent assignments are approved by the principal/staff.

**All Room Parents must attend a MANDATORY Room Parent Meeting on Monday, August 24th at 8:15 a.m. Room Parents in grades 1-5 must present information to parents in their classrooms at Back-to-School Night on Tuesday, August 25th.**

**I have read over all of the information above and would like to be considered for a Room Parent position. I can meet all of the responsibilities listed above.**

Parent's Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Child's Grade: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*If you have more than one child and are willing to serve in either child's class/grade, please fill out one form for each child. Please provide any additional notes (if necessary) on the back of this form. Thank you!*