Room Parent Coordinator Form
Cucinella PTO ~ 2020-2021 School Year

We are looking for creative and organized people to volunteer to be Room Parent Coordinators during the 2020-21 school year. **Responsibilities include, but are not limited to:**

- ★ **PTO Meetings**: Room parents are considered PTO Partners. In order to stay well-informed about current school events & activities, attendance is required at no less than 3 PTO General meetings throughout the year, including the annual election meeting in May. Meetings will be held monthly from September through May in person at BAC and via Zoom/Google Meet.
- ★ **PTO Fundraisers:** Communicate to parents, volunteer to help with fundraisers, family fun nights and other PTO-sponsored events, chair or co-chair an event, coordinate donations.
- ★ **Liaison** between the PTO, teachers and parents in your class.
- ★ **Assist** the teacher with any classroom needs.
- ★ **Classroom parties**: Generate theme, ideas, games, crafts, activities, recruit volunteers, etc.
- ★ **Read Aloud Program**: Organize a schedule with the teacher, create a sign-up genius for volunteer readers. Usually only the younger grades (through 3rd)
- ★ **Chaperones:** Schedule parent volunteers for the Fun Run & Field Day, and any field trips
- ★ **Teacher Gifts**: Collect funds & organize recognition for teacher(s) and aide(s) for holiday, Teacher Appreciation Week and end-of-year.
- ★ **Staff Appreciation Week**: Work with the PTO to recognize your teacher during Teacher Appreciation week.
- ★ **Tricky Tray fundraising event**: Organize the collection of funds/items for class basket, etc.

Our insurance does not allow you to bring your younger-aged children with you while attending any classroom activities or field trips. In addition, in order to be a Room Parent Coordinator, insurance requires you to be a member of the PTO. Please complete the form below after you complete your member registration.

<u>Submissions without completed membership registration or dues will not be considered.</u>

Selection of room parents will be done over the summer based upon a number of criteria. Many factors go into the selection process. Only members in good standing will be considered. Other factors considered during the selection process: the number of requests per class (some classes get multiple requests, while others get none), volunteer and meeting attendance history, and flexibility. While we do try to grant requests, we also try to make the placement as equitable as possible. If you will not consider being a room parent for one of your other children if your first class cannot be granted, please note that on the form. We will do our best to honor your request, but in some circumstances, we may not be able to do so.

If you have any questions, please contact us at contact@cucinellapto.com

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Your Name _____

Telephone (home) _____ (cell) _____

E-mail address _____

Name & Grade of Child for whom you wish to be an RPC:

_____

Other Children's Names & Grades:

_____

Have you ever been an RPC? If yes, for which child and when_____ No _____

Are you willing to be an RPC for one of your other children, if your first choice is not available?

_____