

# Room Parent 2022/2023 Sign Up Form

**Responsibilities:** Room parents are responsible for hosting class parties, attending class trips and providing adequate communication with parents and teachers when planning/organizing class parties or class gifts throughout the year. There are two Room Parents for each class. Room parents are required to CHAIR (1) or VOLUNTEER for (2) PTA sponsored events. Once requirements are fulfilled, Mrs. Smeltzer will get notification and she will sign off on the Room Parent to attend the class trip. Class trips are scheduled for the end of the year, so there will be many opportunities to fulfill this requirement. Please keep in mind that all the activities are tentative this year and beyond the control of the PTA.

## REQUIREMENTS

- Paid PTA Member
- Attend at least 2 PTA meetings throughout the year
- Room Parent for 1 child only ( includes children at Haviland and Audubon PreSchool)
- Cannot be a Room parent for the same child in consecutive school years (unless not enough volunteers)
- **CHAIR** 1 PTA sponsored event OR **VOLUNTEER** for 2 events.

You will be given a Room Parent Handbook that will cover all the guidelines. If you are interested, please fill out the information below and return to school by September 20th: ATTENTION TERESA GLEASON. Room Parents will be chosen by September 25th. There will be a meeting September 28th @7pm via zoom for all selected Room Parents. If you have any questions, please don't hesitate to contact us at Mansionpta@gmail.com.

### YES! I am interested in being a Room Parent for 2022-2023 School Year!

Child's Name: \_\_\_\_\_ Parents Name: \_\_\_\_\_

Grade and Teacher's Name: \_\_\_\_\_

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

I was a room parent last year, but I am interested if you need volunteers

I am also applying to be a room parent at Haviland and or Audubon Preschool  
If selected by both schools- what is your preference

HAVILAND MANSION AUDUBON PRESCHOOL

### PLEASE SELECT INTEREST: PLEASE KEEP IN MIND ALL THESE EVENTS ARE TENTATIVE

#### CHAIRS NEEDED:

School Supply Box  Fall Festival (Oct)  Small Business Saturday ( Nov)  Holiday Shop ( Dec)  Winterfest( Jan)  
 Book Fair (Oct+April)  Visiting Author ( March)  Springfest/Color Run ( March)  Teacher Appreciation Week ( May)

#### VOLUNTEERS NEEDED: Picture Day (Oct)

Pretzel Sales ( Monthly)  Fall Festival (Oct)  Small Business Saturday ( Nov)  Holiday Shop ( Dec)  Winterfest( Jan)  
 Book Fair (Oct+April)  Visiting Author ( March)  Springfest/Color Run ( March)  Teacher Appreciation Week(May)