

# **2011-12**

## **SCS Room Parent Guidelines & Responsibilities**

*(Updated 10/10/11)*

(You must be Virtus Trained to be a room mom!!)

### **The primary responsibilities:**

- Coordinate the PSA auction basket for your homeroom. Discuss ideas with the teacher **BEFORE** planning.
- Coordinate class holiday parties (Halloween, Thanksgiving, Christmas, Valentine's Day, and/or Easter, as preferred by the teacher) and End of the Year party.
- Coordinate **MONTHLY** birthday celebrations for your homeroom. (This can also include recognition of the teacher on his/her birthday!) The teacher will denote the designated day for each month.
- Coordinate the class soup to be made and entered in the SCS Ladle Contest.
- Assist PSA with coordination of various PSA activities (such as Teacher Appreciation Week).
- Assist with other projects/activities as requested by the teacher.

### **Guidelines:**

1. Discuss with others who signed up in your classroom, and choose a "lead" room parent who will be the contact mom to coordinate with the teacher, PSA, and the other room parents and volunteers.
2. ALL events/activities must be discussed and planned with the teacher FIRST, before taking action.
3. ALL communication to parents must be approved by the teacher BEFORE it is distributed.
4. Get a copy of your class list from the teacher or Mrs. Gaffney, and create an email distribution list to use for your class.
5. Be **SURE** that ALL families in the class are included in any communications regarding class events/activities.
6. If paper copies of communications are sent home, provide them to the teacher to send in the Tuesday folders to each family.

7. Specific duties can be divided throughout the year between room parents if you choose (i.e. one mom can coordinate the auction project, another the birthday celebrations, another the Valentine's Day party, etc.).
8. **IMPORTANT!!**  
Do **NOT** collect one **lump sum** of money from each family at the beginning of the year for parties, gifts, etc.!!! All families should be invited to engage in each activity throughout the year, not just "pay up" each Sept. for parties. And even more importantly, due to **financial policies** of the Charleston Diocese, PSA has **accountability** for ALL money that is used for school activities by volunteers, and room moms fall into that category.
  - a. If any money is collected for a specific project (like the auction), **NO MORE** than \$10.00 can be brought to school by a student. Be sure to be clear to all families in explaining the purpose of the money request and how it will be spent.
  - b. The check should be made out to SCS-PSA with the child's grade/classroom and purpose of the payment noted on the memo line.
  - c. The teacher (NOT the lead room parent) should collect these funds (whether cash or check) and turn them in to the office for deposit by PSA. PSA will maintain a record of amount collected by class.
  - d. If a room mom needs funding prior to purchasing PSA related items, please research the cost of items to be purchased, and stop by the office for a check request. PSA will issue you a check from your class funds already collected. Receipts must be returned to PSA **within 1 week** after purchase.
  - e. When costs have been incurred for an event (items purchased ahead of time), receipts should be attached to a check request and presented to the PSA treasurer for reimbursement. PSA will record the payment against the amount collected. Payment will not exceed the amount collected and payment cannot be made without receipts.
9. **Each time** an activity is planned, please invite all families to help or provide items. This allows parents to help whenever they are able, and gives more volunteering opportunities to all families. (Remember that even doing baking at home counts for volunteer hours!!)

- 10. For birthday celebrations, contact the families of the students with birthdays that month, and then THEY can coordinate between themselves what snacks/treats/drinks to send in.**
- 11. Always be supportive of your teacher and adhere to his/her classroom policies while helping in the classroom. We must respect their teaching & classroom management styles, and recognize that they are always the first adult in charge.**