

# Class Parent Responsibilities Information

## Volunteer for the 2017-2018 School Year!

There are many benefits to being a class parent. Some of the benefits include getting to know your child's teacher, his/her classmates and parents as well as being the first to know about class and school events.

**CLASS PARENT RESPONSIBILITIES:** For grades K-4, 2 class parents are needed for each class to serve as liaisons between the school and home.

- Provide a PTA welcome in your classroom during Open House and encourage families to join the PTA.
- Coordinate parent volunteers to help with PTA-sponsored activities such as the Book Fairs, Teacher Appreciation Week, Boo Bash, Pizza Bingo, Riverside Run, Safety Duty, etc.
- Assist and/or recruit parent volunteers for your classroom's teacher with class activities such as field trips, parties and Friday folders (depends on the teacher)
- Coordinate emergency early releases
- Forward PTA related messages
- Coordinate lunch duty coverage and art duty for the younger grades (K-2 class parents only)
- Provide support for the 5<sup>th</sup> grade recognition day in partnership with the 5<sup>th</sup> grade coordinator and class parents (4<sup>th</sup> grade class parents only)

**5<sup>TH</sup> GRADE CLASS PARENTS:** The 5<sup>th</sup> grade has 2 class parents per class. There are additional responsibilities that require a larger time commitment beyond the above responsibilities, including:

- Boo Bash bake sale
- Pizza Bingo ice cream sale
- Yearbook committee
- Arrange the 5<sup>th</sup> grade class picnic and student pool party for the end of the year
- Recognition Day DVD
- The 5<sup>th</sup> grade art show
- Design class tee shirt and distribute
- Arrange class gift to school
- Coordinate community service project
- The 5<sup>th</sup> grade parent party
- Field trip coordinators

### **CLASS PARENT SIGNUP PROCEDURE:**

- Please complete the online Class Parent form, which can be found on the Riverside School Homepage. <http://www.greenwickschools.org/rs>
- Do not leave class parent requests by phone or email. Only submissions through the Riverside website will be included in the lottery
- Class parents will be chosen in August **BY LOTTERY** after class lists are mailed. Notification of class parent assignments will be via email the week before school starts. If you will not have access to email during that time, please indicate how we should reach you on the online form
- Deadline to submit a Class Parent Volunteer Form is August 1, 2017
- Any questions, please contact Heather St. Louis at 813-928-3636 or [hstlouis@hotmail.com](mailto:hstlouis@hotmail.com)