**BASCOMB PTA ROOM REPRESENTATIVE**

**2017-2018 Checklist**

**Welcome and thank you for volunteering your time to help your child’s teacher this year. Your job is an important one and really makes a huge impact on the classroom and entire school. Below you will find a checklist of items to help you get off to a good start. Whether you are a seasoned pro or brand new to the room rep role please take a moment to read over these important items since some items change from year to year.**

**Important Notes for the whole year:**

* You will find that one of your biggest jobs this year will be communication to your parents. You will be the main line of communication regarding PTA, School and Class events. That means, if you do not send it out, chances are your class will not have the needed information. **No matter how big or small it may seem, all information must be forwarded to the parents in a timely manner.** Also, some parents may need more reminders than others. If you find that to be the case, then remind your parents often. Whether it is t-shirt/yearbook signing day, field trip day, teacher’s birthday, Spring Carnival or just a class fun day – parents get busy and it is easy to forget. Your reminders **WILL** make a difference!!
* Introductory emails and requests for monetary donations must have prior approval from Mrs. Chandler. Please email Sue Hotaling ([sue.hotaling@cherokeek12.net](mailto:sue.hotaling@cherokeek12.net)) or you can turn in a hard copy to Sue in the front office 48 hours prior to when you plan to distribute your information. Be sure to include an email address and/or phone number so you can be reached with approvals or questions.
* The Bascomb administration has requested that funds only be collected for Winter Holiday Teacher Gifts, Carnival Baskets, and End-of-Year Teacher Gifts. Please DO NOT request monetary donations from your parents for parties, special centers, etc. Please use SignUp Genius for volunteers to donate needed items.

**Meet with Your Teacher**- Schedule a meeting, email or phone call with your teacher to discuss the following:

* **Classroom Volunteers**: What type of help does your teacher need in and out of the classroom? For example: Copy Volunteer, Friday Reader, Friday Packets, Math Centers, Reading Centers, Scholastic Book Orders
* **Class Parties**: What parties and/or centers are planned for the year? Does your teacher need help planning the parties/centers?
* **Class Roster**: Offer to create the class roster. The roster emails are only to be used for class and PTA needs. Make sure parents are aware that email is the preferred method of communication and ask them to confirm the e-mail address/addresses for the class communications. If a parent does not have access to email, you will need to provide them with hard copies of every email communication. \*\*\*Throughout the year, keep up with any new families that join your class. Make them feel welcome, obtain their contact information, update the class roster and redistribute to class.\*\*\*\*
* **Email Formatting**: Please be sure to include “Bascomb”, and “Teacher Name” in subject line of every email. This will immediately let parents know which school the e-mail is from, as well as what class. You can then add additional information to the subject line. Example: *Subject: Bascomb – Mrs. Wilson’s Class – Year End Party Information*
* **Field Trips**: Get field trip dates and information as well as what is expected of you.
* **Allergies**: Ask your teacher about any food allergies/health concerns in your class. Be mindful of these concerns when planning snacks/foods for parties and centers.
* **Culture/Religion**: Ask if there are any cultural or religious differences in the class that you need to be mindful of.
* **Teacher’s Favorites**: Be sure that your teacher/teachers/para-pro fills out their “Teacher’s Favorites” sheet. This information can be shared with the class and is a great resource for birthdays, holidays, teacher appreciation week, or just because! Once you receive a copy please send to [bascombroomrep@gmail.com](mailto:bascombroomrep@gmail.com) so the information can be added to the PTA website.
* **Contact Information**: Make sure your teacher knows the best way to get in touch with you! E-mail, home phone, cell phone, text, etc.

**Getting Started** - After you meet with your teacher you’ll need to introduce yourself to the class and let them know some important items to get off to a great start.

* **Welcome and Introduction Letter**: Introduce yourself to the parents of your class with an introductory email. Include all known important dates up front so parents can start to save dates. See the PTA website for an example of an introductory email. Remember introduction emails must be approved by Mrs. Chandler BEFORE you send it out. Send letters to Sue Hotaling ([sue.hotaling@cherokeek12.net](mailto:sue.hotaling@cherokeek12.net)). Once approved by Mrs. Chandler, Sue will e-mail you back with the go ahead to send it out to your families.
* **Classroom Volunteers:** Delegate responsibilities to other parents who want to volunteer. Ask your teacher for the volunteer sign up information that each family filled out at Meet and Greet. This information will help you match volunteers with your teacher’s needs. Remember to offer parents who work outside of the home the opportunity to complete tasks at home or send in supplies into the classroom. *Important - All volunteers must complete and turn in the volunteer app. Here is the link to download from the schools website. Its also a good idea to include the link or document when you send out your welcome letter and remind parents they must complete the application to volunteer.*
* **Sign-Up Genius**: Set up a SignUp Genius account. This is an awesome way to organize volunteers, center needs, donations for projects and parties. SignUp Genius is very user friendly. You can set up a SUG (SignUp Genius) for a one-time event like a party or even monthly/bi-monthly/quarterly to schedule your volunteers. You will need to create a “group” with all of the addresses for your parents. \*\*We DO NOT recommend creating a SUG for the whole year at the beginning of the year. People’s schedules change, school schedules change. \*\* Consider sending out an email with the date and time you plan to send out your SUG, giving everyone a fair chance to sign up. Be mindful of working parents and send out your signups in the evening. All sign ups should be sent out to every family, giving everyone an opportunity to volunteer their time or donate items for the classroom. Also, please encourage your parents to only sign up for one opportunity at a time, allowing other families to participate. Once the SUG has been out for a short time, feel free to re-send it out, opening it up for additional sign ups. Our goal this year is to have as much information as possible on the PTA website, including ALL SUG links.

**Ice Cream Sales**- Each teacher in every grade level is designated certain dates to sell ice cream in the cafeteria during lunch times. Not only is this a special treat for the students, but the teachers at Bascomb share the profits from the year to purchase items for their classroom. It is VERY important to have your dates filled with volunteers because it directly affects all teachers. No volunteers to sell ice cream = no money for the classrooms. Ice cream sales are from 10:20-12:30. If you would like to divide this up into two shifts, it is suggested that you choose 10:20-11:25 and 11:25-12:30. You can use SignUp Genius to help you manage your Ice Cream Sales volunteers.

**Party Information**- Each class is limited to 2 parties per year: Winter (Dec) and End-of-Year(May). The teacher may recognize other seasons or holidays with special centers.

* Only volunteers who are signed up to help may attend parties. Please do not bring younger siblings when you are volunteering inside the classroom.
* No red or purple drinks are permitted at any time.
* While planning your party or center, please keep in mind food allergies, cultural differences, time restraints and age limitations.
* Ask for volunteers to donate items needed for your event. SUG is the best way for you to keep up with items needed as well as who is bringing in items.
* Please DO NOT request monetary donations from your parents. The ONLY time this is acceptable is for Winter Holiday, Carnival Baskets, and End-of-Year Teacher Gifts.
* Have fun, keep it simple, and ask parents for help.

**Teacher Appreciation**-

* **Teacher Appreciation Week** – We celebrate this week in early spring - March 26th-30th. Administration and PTA decide how best to recognize teachers during this very important week. Instructions will be emailed to you closer to the event.
* **Grade Level Appreciation Luncheons** – PTA’s Hospitality Chair will coordinate with grade level room reps to have parents provide a wonderful lunch for our teachers and staff.
  + **5th/4th Grade- October 18th**
  + **3rd/2ndGrade- January 25th**
  + **1st Grade/Kindergarten- May 2nd**
* **Scholastic Book Fair** – The book fair is held every Fall and Spring. This year our Fall Book Fair will be September 5-12 and our Spring Book Fair will be March 12-20.
* **Monetary Collections**: – You may only collect monetary donations for your teacher for Winter Holiday, Carnival Basket, and End-of-Year. Parents choose if they would like to donate to the class gift, and they choose the amount they would like to donate. You cannot ask for a specific amount and you must make it very clear that any donation is completely voluntary. Please remember that Mrs. Chandler must approve your email asking for monetary donations to parents before it is sent out to the class. Under no circumstances should an email be sent to the class stating who has or has not participated in the class gift.
* **Teacher Birthdays** – Students love to celebrate their teacher’s birthday. Be sure to remind parents of your teacher’s upcoming birthday, send out email reminders and be sure to attach the “Teacher’s Favorites” sheet. All teacher’s birthday gifts must be from individual students – NO CLASS GIFTS.

**PTA Sponsored Activities-**

* **Reflections Art Contest -** Entries Due September 28th
* **Science Fun Days** – This is an all-day event for the whole school filled with activities designed to get our students excited about science. Homerooms are asked to provide volunteers, 4 per shift, to assist with the activities for the entire day. The volunteer opportunities can be split into shifts to help accommodate more volunteers. This year SFD will be held on November 14 &15.
* **Family Fun Nights** – These are evenings where the PTA offers fun activities at Bascomb for the entire family. This year we will be hosting a Cookies and Cocoa with Santa on December 1st and Bingo Night on January 26th.
* **Career Day** – This is an all-day event where local business men and women come to Bascomb to speak to the students about their chosen profession. Career Day will be March 16th.
* **5K Boogie and Post Race Spooktacular - October 20th**
* **Spring Carnival** – March 23rd

**School Sponsored Activities-**

* **Spirit Days** – The first Friday of each month is a school wide spirit day. Students are encouraged to wear their Bascomb spirit wear, or a blue shirt to show your Bobcat Pride.
* **Spirit Nights**- There are monthly spirit nights with Bascomb Business Partners. The funds from those evening events benefit the school.
* **Field Days** – Field Days are half day events where our students participate in fun challenges that test their physical strength, endurance and coordination all while having a great time! Your teacher may ask you to provide a cooler with water bottles for the students as they participate in Field Day activities. The entire school participates in an Opening Ceremony for Field Days, then each grade level participates on their designated day and time.

**PTA Forwards-**

Specific requests, reminders and other important information will be sent to you via email. Please forward these e-mails to your class distribution list as soon as possible. Please make sure that [bascombptapresident@gmail.com](mailto:bascombptapresident@gmail.com), [bascombptapresident2@gmail.com](mailto:bascombptapresident2@gmail.com), and [bascombptaroomreps@gmail.com](mailto:bascombptaroomreps@gmail.com) are in your contacts, so our e-mails will not hide in your spam folder. \*\* Very Important\*\*, please include [bascombptaroomreps@gmail.com](mailto:bascombptaroomreps@gmail.com) to your class distribution list so I will be included in all of your correspondence with your class.

**PTA General Meeting Attendance-**

Each class should be represented at PTA General Meetings. If you cannot attend, please ask another parent from your class to attend the meeting, take notes, and email the notes to you, for distribution to the class. Attendance will really help when information comes out to know whats going on and to keep your class and teacher informed.

* + August 23rd 9:30 a.m. Bascomb Cafe
  + February 13th 6:30 p.m. Bascomb Café
  + April 30th 6:30 p.m. Bascomb Café

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