It’s that time of year again when you can make a **positive impact** in your child’s classroom!

**Please consider becoming a Room Parent or Grade Coordinator.**

As a **Room Parent**, you will be responsible for introducing yourself to all of the parents in the class via an introductory email/letter sent home in early October, selecting/working with the volunteers who sign-up to assist in the classroom and/or to donate snacks, and organizing/purchasing class gifts twice during the year. You are encouraged to attend all the parties. (The PTA will provide napkins and paper plates for each party.)

As a **Grade Coordinator**, your responsibilities will include: visiting the classrooms prior to the party start time to ensure your Room Parents have enough supplies, and assisting and working with the Room Parents if there is a shortage of volunteers in the grade. In addition, you will be responsible for purchasing End of Year gifts for the specials teachers from the money collected for this purpose by each of your Room Parents.

This year’s parties are as follows: Halloween – Thursday, October 31st (PM); Holiday – Friday, December 20th (AM); Valentine's Day – Friday, February 14th (AM) and End of the Year – Wednesday, June 17th (AM).

**Important note about classroom party volunteers:** Once Room Parents have been assigned, they will contact all of the parents in their classroom to see who is interested/available to help with each classroom party. Please be sure to respond to your assigned Room Parent if you would like to volunteer as a classroom party volunteer. Due to the very limited number of volunteers allowed per party (Halloween – 3 volunteers only, all other parties – 2 volunteers only), your cooperation & understanding are appreciated. Remember: only dues paying PTA members may volunteer at PTA sponsored parties. Complete the PTA membership envelope included with this packet to ensure your eligibility!

Thank you in advance for your assistance.

If you have any questions, please feel free to contact me at (732) 319-3591 or obxink@live.com.

Warm regards,
Laurie Kendzulak
Classroom Liaison VP 2019-2020, Warnsdorfer PTA

✓ **Yes! I would love to be considered for a Room Parent or Grade Coordinator role.**

Please indicate below which position(s) you are interested in volunteering for each child’s class and then return this form to the PTA in an envelope marked “Room Parent/Coordinator” by **Friday, September 20, 2019**.

| Parent’s Name: ______________________________ | Phone: ______________________________ |
| Email: ______________________________ | Permission to share email: yes or no |

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<tr>
<th>Child’s Name(s):</th>
<th>Teacher/Grade:</th>
<th>Room Parent</th>
<th>Grade Coordinator</th>
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(please see other side for additional important information)
**Important Information – Room Parents & Class Parties**

- In an effort to give everyone a chance to be a Room Parent and/or Grade Coordinator (i.e. if multiple people sign-up), priority will be given to those who have not held one of those positions in the previous school year. Once Room Parents and Coordinators have been selected, a folder will be sent home with pertinent information regarding your class. Coordinators and Room Parents will be contacted via email and also announced at the PTA General Meeting on October 21st.

- Maximum number of Party Volunteers that will be allowed for each class (this does not include Room Parents/Coordinators) are as follows:
  - Halloween: 3
  - Holiday: 2
  - End of Year: 2

- Room Parents will contact parents who have expressed an interest in volunteering approximately 2-3 weeks before each party to confirm their availability. Party volunteers are expected to help coordinate activities and games for the children during the party. Priority will be given to parents who have not yet volunteered this school year.

- Because of insurance regulations, only dues paying PTA members will be allowed to volunteer at PTA sponsored classroom parties.

- Food & beverages sent in for classroom parties must be from the district-approved list and will be checked by the nurse prior to entry into the classrooms. Please ensure that any fruit that is brought in is already washed and ready to eat.

- A volunteer list will be compiled and provided to the security desk for each party event.

- You may be asked to present your ID when checking in to the security desk before each party.

- If your teacher allows goody bags, please do not include any food items.