

**Class Parents Needed!**  
**Due by September 18th in School Office**

Would you like to get more involved at school? Have you considered becoming a Class Parent, but just don't know what's involved? If so, read on! Being a Class Parent is rewarding & fun. It's an opportunity for you to become an active, supportive partner in your child's education. Both Moms & Dads are welcome! No experience necessary; **PTA membership is required.**

Here are the main responsibilities of a class parent:

- 1) **Generate a class buddy list:** The teacher may request that a buddy list is made. This will include names of students, parents, phone numbers and email addresses. Student information can only be included on the list if a parent/guardian has approved. This is very important! Not all parents want their personal information published.
- 2) **Inform parents of PTA events:** Remind parents of meetings, events, and activities that are coming up.
- 3) **Coordinates classroom events:** If teacher requests assistance, Class Parents will organize class parties (such as the Holidays and end of the year). They will coordinate with the teachers about what is needed and delegate volunteers for picking up food, activities, etc. Please ask about allergies in the class. All events in the grade level should be the same.
- 4) **Collect donations:** A letter of request for donations will be made and after approval can be sent home. Donations will have to be returned to you and you will purchase party food, paper goods, drinks, activities and possible party favors.
- 5) **Tricky Tray Baskets.** You will collect donations and create a gift basket for the Tricky Tray. More information on this will be given to you later in the year.

Being a class parent can feel like a lot of responsibility, so be sure to request help from other parents.

If you are interested please complete the bottom portion and return it, in an envelope marked CLASS PARENT, to school by September 18, 2017. There will be a collection box in the main office. The Class Parents will be selected by the October PTA Meeting and you will be notified by email. Information supplied will be added to the Class Parent list and given to all Class Parents and teachers.

**One form is needed for EACH class you wish to participate in.** If needed please make additional copies.

*Detach here*

**(Please print clearly. PTA Membership is required)**  
**2017/18 CLASS PARENT VOLUNTEER**

Your Name: \_\_\_\_\_

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

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

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

E-mail \_\_\_\_\_