

Garfield

Room Parent Handbook 2018 – 2019



Welcome Room Parent,

Thank you so much for volunteering to be a Room Parent for your child's classroom!

Whether you're a first time room parent or a seasoned pro, I hope this handbook provides you with helpful information for the upcoming school year. This handbook should provide a clear outline of the various room parent duties, serve as a general guideline for carrying out these duties and provide you with some ideas if you choose to use them.

One thing that makes Garfield Elementary such a special place is the great working relationship that exists between our parents and staff. Your efforts as a room parent will help to make a positive difference in the academic and social lives of every child at our school!

Please do not hesitate to contact me if you have any questions.

Scott Weber
PTC Vice President
weber_s@sbcglobal.net

Eric Rawn
PTC President
ericrawn@gmail.com
559.454.9000 (mobile)

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School Volunteer Policy

- Whenever you are at the school to volunteer, you must sign in and out every time in the main office. This is a district policy.
- The district must approve all volunteers. Forms are available in the school office.
- Please do not bring small children when you volunteer.

Correspondence

Communicating with parents and teachers is the most important part of being a room parent. Due to liability issues, administration has put in place a few important policies.

You MUST use the sample forms in this handbook.

These forms have already been approved by CUSD administration

In addition, please follow the steps below when sending home correspondence:

1. After completing your pre-approved form, please submit a hard copy to the office.
2. Administration will review your form and give it a stamp of approval. This is literal, not figurative; your paper will be stamped.
3. After your form has been stamped, please feel free to make hard copies for distribution, or a PDF for email purposes, to send home to your parents. Both of these can be done free of charge on the copy machine in the teachers' lounge. Yellow PTC paper will be provided.
4. Please make one hard copy for the office; turn the hard copy into the office manager Nancy Ansel.

Correspondence

Sign Up Genius

You are encouraged to use Sign Up Genius for your party donations.

www.signupgenius.com is an approved site by CUSD administration. When using this site, please remember to do the following:

1. Never ask for monetary donations via Sign Up Genius.
Only party item donations can be requested, no money.
2. Please use the words “optional & voluntary” in your donation requests.

NOTE:

If you choose to email or use Sign Up Genius, you must also send home a hard copy “party flyer” (p. 20) to assure that all parents (even the ones you don’t have email addresses for) receive information about the party.

Please keep detailed records of all monetary donations that you collect.

Use the “Collection Record Sheet” (p. 19) to keep track of all money received.

Classroom Party Calendar 2016-2017

- Carnival: Friday, October 5th
- Winter Holiday Parties: December 20th and 21st
- Valentine's Party: Thursday, February 14th
- Teacher Appreciation Week: May 6th-10th (Teacher Luncheon 8th)
- End of the Year Parties: Kindergarten - confirm with teachers
1st - 6th grades - June 3rd thru 7th

Please check with your teacher to confirm dates

Room Parent: The Rewards

- Time with your child(ren) – Priceless!
- Getting to know the other children in class and their parents.
- Working with the teacher on fun class activities and celebrations.
- Being a valuable asset to Garfield Elementary School.
- Enhancing the school year experience for every student in your child's class!

Head Room Parent Responsibilities:

- Communicating through email and/or meeting with your child's teacher to discuss their needs for the school year.
- Communication with parents through letters/emails.

Room Parent Responsibilities:

- Planning class celebrations & managing class funds for parties.
- Helping with/getting volunteers for Parent Teacher Club (PTC) activities throughout the school year.

Optional Responsibilities:

- Organizing gifts for your teacher.
- Assisting with teacher appreciation activities during Teacher Appreciation Week
(See Sample Letter p. 24).
- Assist the kids celebrate their teacher's birthday.

Room Parent, In Detail

A. Head Room Parent Responsibilities:

The following are a list of duties requested of you as Head Room Parent.

● **Communication with your child's teacher (please see Sample Questions p.17):** It is VERY important to meet with or email your child's teacher and discuss their needs and expectation for the school year. You will find that all teachers have preferences about how much participation they request from their room parents. Teachers, like our children, are unique individuals and have different needs and requirements. Some teachers have fully established routines for celebrations and activities, while other teachers are content to allow you to fully coordinate everything. Please follow your teacher's lead, and always remember how much the entire school community appreciates your time and efforts.

● **Introducing yourself to the parents of your classroom through a letter (please see Sample Letter p.18):** An introductory letter is a great way to introduce yourself to all the parents in the class, provide them with your contact information, and obtain their contact information as well. Please introduce any other room parents in the letter; however please only provide your contact information in order to keep communication simple. This letter is your first step in establishing a relationship with all the wonderful parents who will be helping and supporting you throughout the year.

● **Communication with parents through letters/emails:** It is important to keep parents updated throughout the school year regarding upcoming classroom events. Communication through emails and letters allows parents to feel welcome at parties and provides them with the opportunity to help throughout the year. When contacting parents regarding class parties, send your letter and/or email approximately 3 weeks prior to a celebration. Email communication for party sign ups are recommended, but you MUST send a party flyer inviting all the parents in the class to attend.

B. Room Parent Responsibilities:

Working together with other parents is fun, rewarding and a great way to share classroom responsibilities! The following is a list of duties requested of all Room Parents.

• **Planning class celebrations & managing class funds for parties.** There will be several celebrations during the year. Each grade level has set party dates for this year. Parties will make up the bulk of your responsibility as a Room Parent. (Please see Classroom Party Calendars on page 7) It is very important you check with your teacher for guidelines and suggestions of how they would like the celebration to be planned and what activities, games, etc., they would like. Advance notification is very important for families with food allergic children so that they can be prepared to oversee their children in food selections. Please be extremely careful and considerate of any food allergies in your classroom.

• **Helping with PTC correspondence throughout the school year:** The PTC relies on volunteers to staff every activity it runs throughout the school year. There is always a need for volunteers – any amount of time is greatly appreciated! Please keep a look out for PTC information in the Garfield Paw Prints.

• **Fall Carnival-** This is PTC biggest fundraiser of the year!!

Each class is responsible for bringing in 10 or more silent auction items (\$25-dollar value). Items are due to the office no later than Friday, September 28th. Room Parents will also be responsible for organizing and submitting a master volunteer sheet for the class booth. Please email your class volunteer list to robert.b.donnelly@gmail.com.

Whole Grade Level Parties:

On occasion, teachers may request you work with other grade level room parents to organize a whole grade level party. When organizing parties for more than one classroom, the following protocol must be followed:

- All money collected for the party must be recorded by the teachers in addition to you (please use the “Collection Record” Sheet, p. 23).
- You must turn in copies of all party receipts to Administration. Administration will keep these on file.
- Use the “Monetary Collection Letter” (p. 19) and have Administration approve and stamp your flyer prior to sending it home.

Optional Responsibilities:

The following are optional and fun duties we would love you to partake in; however, there is no obligation required.

- **Organizing gifts for teachers for Teacher Appreciation/Celebrations/other special occasions:** Please communicate with the parents of your classroom to consider these events.

Teacher’s gifts: If you ask parents to donate money towards a group gift for a teacher, you must use the pre-approved form (p. 19) and send it the office for approval prior to sending it home. You should request money be sent in a sealed envelope with your name on it.

Classroom Parties, In Detail

Party Overview

Although each party will be different, the following is a list of some party basics:

- Class parties take place during the school day. The teacher will determine the exact length and time of each party.
- The parents are the “hosts” of the party and the teacher attends. Please do not ask your teacher to “work” a party.
- Parents are responsible for set up and clean up of the party.
- Parties usually involve crafts, games, and a snack. Please confirm with the teacher that there are no food allergies or other special needs.

Secrets To A Successful Party

- 3 weeks prior to the party send home the Party Flyer and solicit donations. Use the forms provided in this handbook.
- Make arrangements with the teacher to have the classroom available for set-up 15-20 minutes before the party starts.
- Send out reminders 3-5 days prior to the party.
- Bring everything you will need for snacks, games and crafts.
- Dividing the kids into small groups and having your activities as “stations” helps keep the party running smoothly.
- A few simple decorations, such as a table cloth, streamers, or a festive centerpiece, can really add to party fun.
- Have a few extra snacks for the teacher and party helpers.
- HAVE FUN!!

Crafts Party Craft Tips

- Always cover the work surface with newspaper, or tablecloths. Disposable plastic tablecloths are best; just throw them away when the party is over.
- Glue sticks or tacky glue is preferred; however, if glue guns must be used remember to have an adult do the gluing. Never leave children unsupervised around a glue gun.
- Remember to label each child's craft with his/her name.
- Every finished product is wonderful! It may not come close to resembling the sample you prepared, but each child should be made to feel proud of his/her accomplishment Party Craft Ideas.
- Decorate frames to match the theme of the party. These can be made of Popsicle sticks, craft foam, old jigsaw puzzle pieces, etc. Take a picture of each child at the party or days before the party and have the photo ready to use on the day of the party.
- Sponge paint t-shirts, baseball caps, or note cards, using clean kitchen sponges cut into shapes to match your party's theme.
- Make bookmarks.
- Make friendship bracelets.
- Create necklaces out of sweetened cereal ("O" shapes).
- Create paper bag puppets.
- Make a craft that the children can give as a gift to a family member.
- Check Pinterest for age appropriate craft ideas for your party.

Games Party Game Tips

- Keep the directions simple. A tablecloth, napkins and streamers are examples of "less is more" decorations.
- When playing "elimination" type games (such as Hot Potato), make sure you have something for the eliminated children to do. They can become game helpers or the cheering section for those who remain in the game.
- By the time the party ends, all the children should have identical prizes and favors in their treat bags. Everyone is a winner at class parties!
- Always have an extra game or two planned. Some games take much less time than planned. Other games work perfectly with some groups, while they are complete flops with others.
- Utilize the dot cam for Bingo, Pictionary, and other whole class games Party Game Ideas.
- Divide children into teams. Give each team a baggie filled with ice cubes. See which team can melt it the fastest. (The ice can't go into anyone's mouth!)
- Classic games of tag or dodge ball (best played with a beach ball) are always a hit, especially if you are able to go outdoors.
- Fill a bottle or jar with jellybeans or M & Ms™, and let the children guess how many are inside.
- Freeze dancing. Have the children dance while the music is playing, then turn it off suddenly. Whoever continues to move after the music is turned off is eliminated. Continue until all but one of the children is eliminated. Allow the eliminated children to become "Movement Monitors".
- Pictionary or Taboo are great games for older grades. It is fun to divide into boys vs girls.
- Play old favorites such as telephone, Simon Says, Bingo, limbo, or 20 questions.

Snacks Beverages Tips

- Avoid using cups. It is best to use juice boxes/pouches, water bottles or Capri Suns to avoid spills.
- Check with the teacher prior to the party to make sure that none of the children have food allergies.
- Try to incorporate healthier snack options. If you are having cookies or cupcakes, serve a healthy snack too such as baby carrots.
- Make cupcakes or cookies and have the children frost and decorate them.
- Slice apples in half horizontally and have the children decorate cream cheese, raisins and granola.
- Put together strawberry shortcakes.
- Baby carrots with ranch.
- Miniature pizzas
- Jell-O Wigglers
- Cheese and Crackers.
- Ice Cream with each child's choice of toppings mixed in.
- Chips and Dip
- String Cheese

Samples

Please feel free to change font, copy onto colored paper, and/or add clip art. CUSD Administration has approved all wording on these forms

You **MUST** use the wording, as is, in any correspondence that is sent home

Please submit to the office for approval prior to sending home

Teacher Sample Questions

Please feel free to ask your teacher anything. This form is just for idea purposes.

- Please let me know what time of day will work best for your parties.
- Please provide me with the names of all the children in the class. I understand you cannot provide contact information, so just a list of names will be fine.
- Do any children in your class have food allergies or other special needs?
- How do you prefer to be contacted with questions? Do you prefer emails, phone calls, notes, or meeting in person during lunch or recess?
- Do you have any preferences in terms of party structure? For example, some teachers prefer to have one game, one craft, one snack and a book while others give room parents free reign.
- How long would you like parties to last?

Letter to Parents

Hello Parents,

It is time to start thinking about the fun classroom parties and activities in store for _____ class!

I would like to keep you informed regarding event schedules, sign ups, and party information.

Please return the bottom section by _____.

Some of the events I will need help with are: (Please fill in the parties your class will be having)

I will need your help gathering donations for this year's School Carnival in October. I will be sending home more information regarding specific events as they get closer.

Please keep in mind that all items asked for throughout the year are an OPTIONAL DONATION and you are not required to contribute.

Thank you everyone for your help and please feel free to contact me anytime!

YOUR NAME HERE - Room (#)

Room Parent, YOUR EMAIL ADDRESS HERE

YOUR PHONE NUMBER HERE

Child's name _____

Parent's Name(s) _____

Phone Number _____ E-mail address _____

RETURN SLIP TO CHILD'S TEACHER

Monetary Collection Letter

Hello Parents, Mr./Ms. _____ (birthday/other event)
is just around the corner!

On (insert day of the week), (insert date) the children will be presenting/
celebrating _____ with _____.
(insert what you will be doing and what you need from the parents)

If you would like to make an **optional donation** toward this gift, **please enclose your donation of _____ in an envelope with my name on it** and return it to school with your child by (insert day of the week), (insert date).

If you have any questions, please feel free to contact me.
Thank you,

YOUR NAME

YOUR PHONE / EMAIL

Party Flyer

Parents Please Join Us
For Our

_____ Party!

(Insert day of the week), (insert date)

(Insert party time)

(Insert teacher name and room number)

Lots of fun activities are planned!

All parents are welcome to attend.

If you are able to help or have questions

Please contact me

YOUR NAME HERE | YOUR PHONE NUMBER HERE

Hope to see you there!

Party Sign Up Sheet/Email Letter

Dear Parents, Soon the kids in _____ class will be celebrating _____ and we need your help!

The following is a list of items and volunteers we need to make this party a success. Please remember that all **donations are optional and voluntary**. If you are able to make donations and/or help please send the bottom portion of this form to school with your child by _____.

(If using as email: Please reply to all to avoid duplicate sign ups)

Party Set Up Volunteers (insert time 15 minutes prior to party start time)

Party Helpers (insert party start and end time)

Party Clean Up (insert party end time and 15 minutes past)

(#)Tablecloths

(#)Napkins

(#)Snack

(#) (insert craft items needed)

(#) (insert game items needed)

(#)Plates

(#)Drinks

(#)Small goodie bags

(#) (insert game items needed)

(#) (insert game items needed)

Thank you for all your help!

_____ (your number and email here)

(Use below if sending hard copy home)

Name_____

Child's Name_____

Phone Number & Email_____

Yes! I would love to make an optional donation. I will be donating _____ item(s) for the party.

_____ Yes! I would love to volunteer as a parent helper during the party.

TEACHER APPRECIATION WEEK!

Appreciation ((noun))

Recognition of the quality, value, significance, or magnitude of people and things.

The week of May 6th is Teacher Appreciation Week!!

This is such a fun and exciting week!!

I have created a very special calendar of events to show our amazing teacher just how much we appreciate her!!

I would appreciate a \$5.00 voluntary donation to help contribute to the week's festivities!!

Monday: I would ask each child to bring in a flower/golf ball for Mr./Mrs.?
We will have a beautiful customized vase/bowl waiting for the kids to fill up!!

Tuesday: The class will celebrate together with a sweet treat for all!!

Wednesday: In this envelope you will find a paper that says Ms./Mrs.? is special or rocks because. The children are to write a sentence and color a picture that explains why she is special to them!!

These will then be turned into a beautiful book for her to keep!!

Also, you will find an apple. On this apple please have your child write one word only that best describes why Mr./Mrs..? is the apple of their eye!!

These will be turned into a special book as well; both being presented to her by the kids on Wednesday!!

Thursday: Thanks a latte!! Mr./Mrs.? will enjoy her favorite coffee drink and pastry!!

Friday: This is the day we will present her with a gift from the class (please feel free to have your children bring in any special gifts they have for her during our Friday celebration)!! The celebration will conclude with a nice lunch delivered right to her!!

Thank you so much for helping make this
a wonderful week for your special teacher!!

Gratefully, Your name

School Carnival Details 2018

The BIGGEST fundraiser of the year...

Dear Room Parents,

Our 2017 Carnival Silent Auction was a great success! We raised over \$15,000 just at the auction alone. This was all possible because of you, The Parents, going out to our community and asking for donations. We are once again asking you to reach out to our local businesses for a minimum value donation of \$25 or more. We would like each room parent to collect at least 10 items from their classes.

In this packet is a copy of the “Silent Auction Donation Letter” which includes Garfield’s tax ID number. Please give this letter to the donating business.

All donations need to be turned in no later than **Friday September 28th** to the Garfield office. Every item must have a **donation form** attached to it, those can be found in the school office. I can email these forms to you as well.

If you have any questions, please contact me (phone/text) at 559.217.1725 or email me at mnatali@sbcglobal.net. Again, Thank You for helping make this year’s Carnival Silent Auction another great success!!!

Thank you,

Michelle Weber
Silent Auction Chair

Garfield Spirit Carnival

FRIDAY, OCTOBER 5, 2018

WE NEED YOUR HELP FOR OUR SILENT AUCTION!

IF YOUR FAMILY OR BUSINESS IS
INTERESTED IN HELPING MAKE OUR
CARNIVAL A NIGHT TO REMEMBER, PLEASE
DONATE AUCTION ITEMS
BEFORE **FRIDAY SEPTEMBER 28TH 3:15pm**,
GIFT CERTIFICATES, CASH OR SERVICES TO
OUR ANNUAL SILENT AUCTION. YOUR
DONATION WILL HELP US MEET OUR
FUNDRAISING GOALS.

THANK YOU FOR YOUR DONATIONS!

TO DONATE, PLEASE CONTACT

MICHELLE WEBER

MNATALI@SBCGLOBAL.NET

GARFIELD PTC'S TAX ID # IS 77-0342420

Silent Auction Donation Ideas

Hair Salons	Birthday Party Venues for kids	Electronics
Restaurants	Makeup Services	
Sports memorabilia	Candles	Laser Hair removal
Golf Courses	Piano lessons	Massages
Flower Shops	Hotels	Dog training
Day Spas	Gymnastics	Photographers
Movie Theaters	Karate Studios	Fresno Chaffee Zoo
Dance studios	Laser hair removal	Magic Mt Passes
Bowling Alleys	Botox	Ski lift tickets
Bakeries	Paintings	Sports game tickets
Backyard Private dinner parties	Car services	Fishing/Camping gear
Jewelry	Dry Cleaning	Dog care
Limo Services	Wine	Cabin
Wine tastings	Tutoring	Beach House
Concerts	Boutiques (clothing)	Unique Gifts
Gyms	Horse riding lessons	



GARFIELD ELEMENTARY SCHOOL

Parent Teacher Club

1315 N. Peach Ave., Clovis CA 93619

September 1, 2018

Garfield Parent Teacher Club
1315 N. Peach Ave
Clovis, CA 93611
(559) 327-6800
Non-Profit Tax ID #77-0342420

Dear Garfield Friends & Family,

On behalf of the Garfield Parent/Teacher Club, we are contacting you to request your support as we prepare for our largest fundraiser of the year-our 25th Annual Silent Auction and Carnival. Our carnival will be held on October 5, 2018.

We are asking for any sponsorship that your generous business can offer. This is a great advertising opportunity for your business since we publicize all donations school-wide, reaching more than 750 families. Any contribution you make will be greatly appreciated, and all proceeds will directly benefit the students.

Gift certificates, promotional packages, cash contributions, and services make wonderful donations. The proceeds from these events help fund non-budgeted school projects and needed classroom supplies. The only way we can reach our goal is with the help and generosity of people like you.

Please mail your donation to our school at the above address, Attention: Michelle Weber. You may also contact me directly at 559-217-1725, if your donation needs to be picked up, or if you have any questions. With your support, we can make this a carnival a truly memorable event.

Gratefully,

Michelle Weber
Silent Auction Chair

“We are Cubs. We lead the way. Red, white, and blue every day!”

Eric Rawn, PTC President 2017 – 2019
Scott Weber, PTC Vice President 2018 - 2019