



**Room Representative
Handbook**

2018-2019

WELCOME!

Thank you for volunteering your precious time and talents as a PTA room representative! You are an invaluable resource to your child's teacher and the entire class.

Communication between you and your teacher is vital! A great way to get started is to give your teacher the questionnaire included in this packet and/or set up a meeting to talk about his/her expectations for the year, the parties he/she would like to have, and any other grade-specific events.

Please be sure to read the Guidelines and Policies pages contained in this packet. These will help you follow PTA rules and CA State laws.

Always feel free to contact me if you have any questions about the information contained in this packet. I look forward to meeting all of you and working with you this year!

Sincerely,

Kevin Craven
Vice President, PTA
(949) 813-1645
kevinpcraven@gmail.com

Room Representative Essential Responsibilities:

- Collect donations for classroom gifts (winter, teacher birthday and end-of-year)
- Organize events and parties
- Communicate with families

ROOM REPRESENTATIVE GUIDELINES/POLICIES

Basic Requirements

There are two requirements that all room representatives must meet:

1. **You must be a PTA member**, as you are the liaison between the PTA and your classroom.
2. **You must have completed a volunteer form and live scan fingerprinting.** You can get that information from Office Manager Marydale Leonard. Please also remember to always sign in at the front desk and put on a volunteer badge when you're headed into the classroom.

PTA Meetings and Events

Thank you for volunteering to become a vital link between PTA and Malcom families. Please plan on attending or sending a class representative to our PTA general meetings. We want your families' voices to be heard!

PARTIES & EVENTS

CUSD allows two parties per year, but your teacher may want to incorporate an educational activities and experiences for other occasions (Veterans Day, Thanksgiving, etc.). As room representative, you may ask parents for donations of supplies for these events. Please remember to have your donation requests approved by Mrs. Lowy.

Please view the PTA calendar on MalcomPTA.org to see 2018/2019 PTA meetings and special events.

Communication Policy

You will be responsible for most of the communication to parents about class activities and school events.

When communicating with the class please remember:

1. **Keep email addresses private** by putting them in the "BCC" category for distribution.
2. **Only email about class or school business.** Please do NOT use your class email list to send invitations to private parties, arrange "moms' night out", plan baby showers for a parent in class, etc.
3. **All emails asking for donations must be in the approved format** (see Donation Policy below).
4. **All other emails to the class must be approved by your teacher.**

Donations

Class gifts are typically given three times per year—before winter recess, to celebrate the teacher’s birthday, and at the end of the year. The purpose of this policy is to comply with laws surrounding donation requests and to maintain a level of consistency in gift giving throughout the school.

The PTA’s limit on monetary donation requests for teacher gifts is \$30 per family per year.

You may only ask for monetary donations for the three class gifts listed above, which means asking for a maximum of \$30 per year or \$10 for each occasion.

ALL requests for donations must be submitted to Mrs. Lowy for her approval.

This includes requests for money, supplies, food items, etc. You can obtain approval of your donation request by sending an electronic copy to Mrs. Lowy at slowy@capousd.org.

To avoid concerns about how donations are being spent, please follow these suggestions:

- Do not request more than \$30 per year
- Open all donation envelopes and count money in “dual custody” (two people—either co-room reps or you and another parent). This is a PTA policy for all monetary collections.
- Share the details of what was purchased for the teacher with all parents from your class
- **KEEP ALL OF YOUR RECEIPTS**

Please keep in mind that donations are optional and parents should not be pressured to make a donation. It is okay to send ONE “friendly reminder” that the deadline for donations is approaching, but please do not “harass” parents who have not donated. Please *never* share information with the class about who has or has not contributed. Also, please *always* include all students in the gift giving whether or not their family has made a donation.

In compliance with Education Code (49011[b]), all requests for donations must contain the following statement as a footnote on all communication:

“Capistrano USD Statement: Please note that the Constitution of the State of California requires that we provide a public education to you free of charge. Your right to a free education is for all school/educational activities, whether curricular or extracurricular, and whether you get a grade for the activity or class. Subject to certain exceptions, your right to a free public education means that we cannot require you or your family to purchase materials, supplies, equipment, or uniforms for any school activity, nor can we require you or your family to pay security deposits for access, participation, materials, or equipment.”

SAMPLE DONATION LETTER

Dear Parents,

We are happy to be your room representatives for Mr./Mrs. _____'s class this year. We are looking forward to meeting all of you and planning fun events for our kids!

One of the duties of room representative includes purchasing class gifts for Mr./Mrs._____. Traditionally, class gifts are given three times per year: Teacher's birthday, Winter Holidays, and Year-end. There is also a Teacher and Staff Appreciation Day that occurs in May.

At this time we would like to ask for donations for Mrs./Mr._____’s birthday, which is on (date). If you would like to participate, please send your contribution to school in an envelope marked “Room Mom.” We are hoping to collect \$10 per student or you may choose to donate \$30 for the entire year, but any amount you can give would be greatly appreciated.

Donations are always a request and are never required. All children will be included in classroom events and gift giving regardless of their donation. Also, if you do not want your child's name on any/all of the gifts offered, please feel free to contact me. If you do choose to donate, please return your envelope to the classroom on/before (date).

Thank You,

Jane Doe (____’s mom) and Jennifer Jones (____’s mom)

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TEACHER QUESTIONNAIRE

HOT TIP:

The PTA website already has many teachers' favorite things listed. Ask your teacher if they'd like to update their list, then send an updated copy to me (kevinpcraven@gmail.com). I will make sure it gets posted for all your parents to see.

- 1) Besides winter holidays and year-end, what activities do you have planned this year? (holidays, grade-specific events, etc).
- 2) What are your favorite restaurants (quick service/sit down)?
- 3) What is your favorite treat/dessert/snacks?
- 4) What coffee/tea/smoothie drinks do you like (please be specific if possible)?
- 5) What are your hobbies?
- 6) What are your favorite flowers/plants?
- 7) Are you a collector of anything specific?
- 8) Do you have a favorite sports team?
- 9) Who are your favorite authors?
- 10) Who are your favorite musicians/groups?
- 11) Where do you like to shop / what are your favorite stores (please list 3)?
- 12) What do you like to do to relax/pamper yourself?
- 13) Your favorite color?
- 14) Special wish list items/supplies you would like for your classroom?
- 15) Anything else you would like us to know?
- 16) Your room parent preferred way of contact?