



Room Parent & Grade Level Chair Packet

Reba O. Steck PTA

2018-2019

Katie Hartsell & Jen Buhot Cromer

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REBA O. STECK PTA EXPENSE VOUCHER

Instructions: Please complete this form for reimbursement, payment, or cash. All original receipts and invoices must be attached to the back of this form and submitted **within 30 days** of the expense. Receipts exceeding this 30 day period may be denied reimbursement. This form can be turned into your child's teacher or placed in the Treasurer's folder in the PTA closet at Steck. Please contact the treasurer, Diana Hughes, at dhughescpa@gmail.com with any questions.

DATE: _____ PAYABLE TO: _____

YOUR CONTACT INFORMATION FOR QUESTIONS

PHONE: _____ EMAIL: _____

CHECK DELIVERY METHOD:

- SCHOOL MAIL—Child's full name _____ Teacher name & grade _____
- PICKUP AT TREASURER'S HOUSE (You will be notified by email when the check is ready)
- US MAIL Please provide a self-addressed stamped envelope

Reimbursement requested for:

Name of store on receipt	Budget category	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL		_____
Less sales tax paid		_(_____)
Check amount		_____

As a 501(c)(3) organization, Steck PTA is unable to reimburse tax*. Please use the Sales Tax Exemption Letter when making purchases.

*Sales tax can be reimbursed at Costco and Sam's Club.

Tape all receipts and invoices to a separate sheet and attach to this form. If only a portion of the amount on the receipt is for the PTA, circle each item's amount. Add up the total on that receipt and note it on the receipt.

FOR OFFICE USE ONLY

Approved by 1. _____ President
 2. _____ Treasurer
 3. _____ Co-president/ Vice President

Two signatures are required. You cannot approve your own purchase.

Check# _____ Check Date _____

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Room Parent & Grade Level Chair Roles & Responsibilities

ROLES:

Room parents: These parents work closely with the teacher to schedule parent volunteers in the classroom via signup.com (if the teacher desires). They also collect money for the two class gifts for the year. They then work with all the grade's other room parents to plan the grade's fall and spring parties (each grade classroom has the identical party) which includes getting together to plan and then shopping for the party. Each room parent is guaranteed to attend one of the two classroom parties. They will then be in charge of the party volunteers for their class.

Grade Level Chair: This person does the normal room parent duties but then is the one in charge of getting the other grade room parents together to plan the grade's parties. The Grade Level Chair also submits their grade's party agenda and budget for approval by the PTA and principal.

RESPONSIBILITIES:

This packet will cover the following responsibilities:

- 1) PTA Ambassador & Role Model
- 2) Planner of Room Parties
- 3) Class Gift Collector
- 4) Classroom Volunteer Coordinator (if desired by teacher)

PTA Ambassador & Role Model

Room Parents are the face of the PTA to the parents and students of the assigned classroom. As an ambassador and role model, there are certain obligations:

- Communicate effectively with parents and teachers
- Keep PTA leaders informed of issues and the needs of the students and parents
- Support PTA leadership- board members, chairpersons and each other
- Abide by the PTA Bylaws and Standing Rules

Getting Started

1. Contact room parent counterpart and get acquainted
 - a. Share phone numbers and email addresses
 - b. Discuss preferences for communications
 - c. Discuss responsibilities and how to share the workload equitably
2. Contact grade level chair and fellow grade level room parents

- a. Share phone numbers and email addresses
 - b. Discuss preferences for communications
 - c. Arrange Fall Party planning date
3. With room parent counterpart contact classroom teacher
 - a. Provide room parent contact information
 - b. Discuss and clarify teacher expectations and needs
 - c. Learn individual classroom policies and procedures
 - d. Identify who will organize classroom volunteers (teacher or room parents)
4. Contact classroom parents
 - a. Ask classroom teacher to send out introductory email or send a note via backpack mail
 - b. Provide room parent contact information
 - c. Explain how room parents will be interacting with other parents

Introductory Email to Teacher

Dear [Teacher name],

We hope you are having a great start to the new school year. [Room Parent 2 Name] and I wanted to introduce ourselves and let you know that we will be your co-room parents this year. If you have anything you'd like us to help you schedule or coordinate throughout the school year, please don't hesitate to let us know. We can schedule volunteers via signup.com if desired.

We look forward to working with you.

[Room Parent 1 Name]
[Room Parent 1 Email Address]
[Room Parent 1 Phone Number]

[Room Parent 2 Name]
[Room Parent 2 Email Address]
[Room Parent 2 Phone Number]

Introductory Email to Classroom Parents

We wanted to take a moment to introduce ourselves as your co-room parents for [classroom name] for the 2018-2019 school year.

If you ever have questions/concerns please do not hesitate to contact us via the information below. Our primary responsibility will be to assist [Teacher Name] in any scheduling needs [he or she] may have as well as planning the fall and spring parties. We are also liaisons to the PTA and will be recruiting volunteers periodically throughout the year.

We will be using SignUp.com to organize all volunteer opportunities. We are currently looking for four (4) volunteers to help out with the fall party. Volunteers will be drawn from a hat and notified if selected on [date of your choosing].

Please sign up for [Classroom name] - Fall Party!

Here's how it works in 2 easy steps:

1) Click this link to see our SignUp on SignUp.com:

[Classroom sign up link]

2) Review the options listed and choose the spot(s) you like.

Note: Sign up! It's Easy - you will NOT need to register an account or keep a password on SignUp.com.

PTA is looking for volunteers for Eagle Cart. Eagle Cart is a really fun volunteer opportunity where the kids get to spend their Eagle Bucks that they earn throughout the day for trinkets.

[Eagle Cart Grade Sign up Link]

[Teacher Name] will also be looking for volunteers in the classroom. Please see [his or her] group page at

[Classroom sign up Link]

Note: SignUp.com does not share your email address with anyone. If you prefer not to use your email address, please contact us and we can sign you up manually.

Thank you,

[Room Parent 1 Name (Student name)]

[Room Parent 1 Email Address]

[Room Parent 1 Phone Number]

[Room Parent 2 Name (Student name)]

[Room Parent 2 Email Address]

[Room Parent 2 Phone Number]

Planner of Room Parties

Steck Administration and PTA support two class parties during the year. There are two room parents for each class. One room parent will lead the Fall party and the other will lead the Spring party. Room parents are in charge of gathering four additional classroom volunteers (5 including the room parent) for each party and leading them through the party plan. Volunteers can be gathered via Signup.com or email through the class teacher. **Volunteer names need to be sent by the dates listed below.**

Steck Grade Level Chairs will arrange and lead party planning meetings with ALL room parents to ensure equivalent events are held across all classrooms in each particular grade. The format of the parties should be simple yet fun! Make sure to plan ahead as party agendas need approval!

Party Planner Obligations:

- Use creative energy to plan a fun and enriching event for ALL students
- Identify age-appropriate crafts and games following the agenda
- Support grade-level party decisions
- Ensure the parties are Fall and Spring themed (staying away from Halloween or Easter)

Note: Balloon games, goodie bags and candy used as game pieces or prizes are not permitted. Avoid crafts with extensive gluing. Always assemble selected crafts at home prior to the party to test this feasibility in a larger setting. There will be a preapproved snack provided by the PTA. Room parents do not order any food or drink for parties.

Grade level chairs need to submit their proposed agenda and budget by the dates below for approval from the Principal. Supplies should NOT be ordered until the party agenda is approved. All supplies should be bought tax free using the Tax Exemption Letter (in this packet.) Once supplies have been bought, an Expense Voucher (in this packet) needs to be turned into the Steck PTA within 30 days of the party to be reimbursed.

Important Party Dates

Fall Party: Wednesday, October 31, 2018 2:15 – 3:15 pm

The Halloween Parade takes place at 1:45 pm before the Fall Party. Fall party volunteers can check in at 1:15 pm and be in classrooms at 1:30 pm to drop off and set up supplies and then go outside for the parade.

Kindergarten classes are the only ones that need help with costumes. Kindergarten party volunteers will have access to classrooms at 1:30 pm to help with costumes and drop off/set up supplies and then go outside for the parade. After the parade volunteers should re-enter the building through the main door (door 1).

Wednesday, October 3: Agendas due to Katie Hartsell khartsel@gmail.com 630-303-1127

Thursday, Oct 25: Volunteer list due to Jen Buhot Cromer jenbuhot@yahoo.com 630-400-3462

Spring Party: Friday, March 22, 2019 2:15 – 3:15 pm

Spring party volunteers can check in at 1:45 pm; however, they are not to go to the classroom until 2 pm.

Friday, February 22: Agendas due to Katie Hartsell khartsel@gmail.com 630-303-1127

Monday, March 18: Volunteer list due to Jen Buhot Cromer jenbuhot@yahoo.com 630-400-3462

Fall Party Agenda

Wednesday, October 31, 2018

2:15-3:15pm

Parade 1:45 weather permitting

Grade:

Budget: \$ _____/student X _____ students = Total \$ to Spend _____

Snack: TBD by PTA

Craft:

Craft Description:

Games:

*

*

*

Directions for Games:

Items Purchased from budget:

Person Responsible:

*

*

*

*

*

We will be using 4 volunteers per classroom and 1 room parent per classroom. Please draw names to avoid any conflict if there are more than 4 interested in helping at the party.

Spring Party Agenda

Friday, March 22, 2019

2:15-3:15pm

Grade:

Budget: \$ _____/student X _____ students = Total \$ to Spend _____

Snack: TBD by PTA

Craft:

Craft Description:

Games:

*

*

*

Directions for Games:

Items Purchased from budget:

Person Responsible:

*

*

*

*

*

We will be using 4 volunteers per classroom and 1 room parent per classroom. Please draw names to avoid any conflict if there are more than 4 interested in helping at the party.

Class Gift Collector

Room Parents are also in charge of collecting two class gifts to present to the teacher. Normally one room parent does the holiday gift and the other does the end of year gift. These gifts are presented from the whole class, not from the individual students or parents who contribute to it. We recognize and appreciate that some parents and students enjoy choosing their own unique gift for their teacher. Below are the letters that were approved by the Principal for last year. These are purely for examples as the pre-approved letters will be sent out to the room parents by the dates listed below.

Wednesday, November 14, 2018: Approved Holiday Gift Letter sent to Room Parents

Wednesday, April 24, 2019: Approved End of year Gift Letter sent to Room Parents

Copies of these letters can be made in the Steck Office since there are normally fewer than 30.

Donations can be collected in two forms: Cash & Checks made out to the room parent in charge of the collection

These voluntary donations are collected via Class Mail and are then given to the Room Parent's student to take home to the room parent. After the collection date has passed, the room parent in charge will buy a giftcard for the amount collected and have their student bring it to school to present to the teacher from the whole class.

Sample Holiday Class Gift Letter

To: The Parents of Mrs. Heuberger's Class

From: Natalie Rupert

Re: Holiday Gift for Mrs. Heuberger

Date: November 27, 2017

We would like to present Mrs. Heuberger with a holiday "Class Gift" on Thursday, December 21st. We would like to give her a [name of store (ie Amazon, Target, Visa)] gift card so that she may treat herself to something special as a token of our appreciation for her hard work and dedication to our children.

If you would like to contribute to this gift, please send your donation to school in a sealed envelope. The envelope should be marked Luke Rupert, 1H. Your child can give the envelope directly to Luke or put it in the class mail. You can send cash or a check payable to Natalie Rupert.

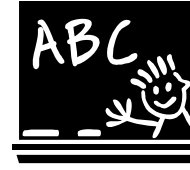
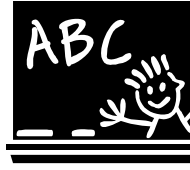
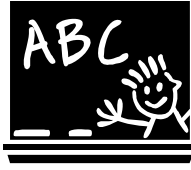
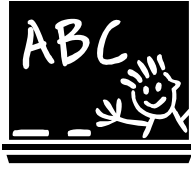
Any donations need to be collected by Friday, December 15th. Please note this contribution is purely voluntary. The gift will be presented from the whole class, not from individual students.

Thank you for your consideration. If you have any questions, please contact Natalie Rupert 630-229-6333 or nanneroberts@hotmail.com.

Thanks from your Room Parent,

Natalie Rupert

Sample End of Year Class Gift Letter



Dear Parents/Guardians of a **First Grade Student in 1H**,

We would like to take this opportunity to invite you to join in on an end of the year group gift for **Mrs. Heuberger**. **She** really loved the **gift card** that we presented to **her** during the holiday season! If you would like to donate money to this group gift, please fill out the information below. Thank you for your promptness in returning this since the year is coming to an end quickly.

Sincerely,

Tanuja Ranjan & Natalie Rupurt

1H Room Parents

-----cut-----cut-----cut-----

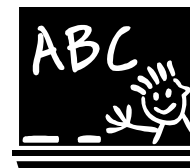
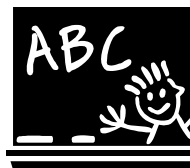
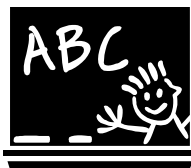
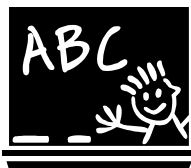
Please do not feel obligated to contribute towards this class gift. If you choose to contribute, you can send cash or a check payable to **Tanuja Ranjan** no later than **Wednesday, May 23**. Again, thank you for your time.

Please mark the envelope **TO: Tanuja Ranjan c/o Meher Ranjan in 1H**.

Child's Name _____

Amount Contributing _____ check/cash (please circle)

~RETURN BY **WEDNESDAY, MAY 23** PLEASE~



Classroom Volunteer Coordinator

Some teachers have room parents set up the class volunteers for the year. Other teachers prefer to do this themselves. Please reach out to the classroom teacher right away to see if they would like the room parents to assist with this.

If the teacher wants room parents to set up / manage the volunteers, this will become the room parents' primary task over the school year. As a classroom volunteer coordinator, there are certain obligations:

- Understand teacher needs for volunteers and classroom support
- Follow through on commitments and assist as needed
- Respect classroom policies, school procedures, and student confidentiality
- Honor teacher requests, especially with respect to party and field trip volunteers
- Encourage broad parent involvement in the classroom
- Orient volunteers to the PTA, classroom and school
- Solicit volunteers for special projects or events as requested

Managing Parent Volunteers

1. Volunteer Scheduling

- Once the classroom volunteer needs have been determined, use the below Signup.com instructions for setting up a class page.
- Signup.com can be used for many different classroom volunteer opportunities, including but not limited to parties, field trips, and normal classroom volunteer spots.
- Make an effort to get both non-working and working parents into the classroom to volunteer. Our students benefit from everyone's participation.
- Always try to be fair and utilize as many volunteers as possible during the course of the year. Our students and teachers need volunteer support year after year.

2. Volunteer Orientation

Some of classroom volunteers might be unfamiliar with PTA, classroom, or school procedures. It is important to orient these volunteers, especially to the policies listed below:

- School Procedures: Please refer parents to the Steck Student-Parent Handbook for information on additional school procedures. Also refer to the General Volunteer Orientation. Both are located on the Steck website under School Information -> Handbooks.
- Student Confidentiality: Volunteers must demonstrate respect for and maintain the confidentiality of students' work, abilities, and behaviors.
- Young Children: When parents volunteer at school, child care arrangements must be made in advance for younger children. For everyone's safety, younger siblings are not allowed at school when one is volunteering in the classroom.
- Visitor Sign In: Volunteers must sign in in the school office and denote the reason for their visit in order to be covered by our liability insurance while on school property. In addition, school policy requires all visitors to turn in their drivers license in the office and wear a visitor tag at all times.

- **Schedule Conflicts:** From time to time, volunteers experience scheduling conflicts that are outside of their control. Should a volunteer not be able to fulfill their commitment on a particular day, that volunteer should call other parent volunteers and find a replacement as soon as possible. In the event a substitute volunteer cannot be found, please contact the teacher so they can adjust their plans accordingly.

3. Volunteer Conflict

Try to prevent conflict by regularly communicating with, working with and involving others in decisions. Despite best efforts, conflicts do arrive. Try to resolve situations amicably. If unable to reach consensus, please contact a member of the PTA board.

Signup.com Instructions

Once again, the Steck PTA is providing a **SignUp.com Campus Plan** for all Steck staff, room parents, committee, & event chairs to efficiently organize our many volunteers for the 2018-19 school year!

Questions about SignUp.com? Please contact Cathy Derwin, Steck PTA 2nd Secretary, at SteckPTA.2ndSec@gmail.com or (815)228-1273 (call or text)

How to get started using SignUp.com

Don't have a SignUp.com account yet?

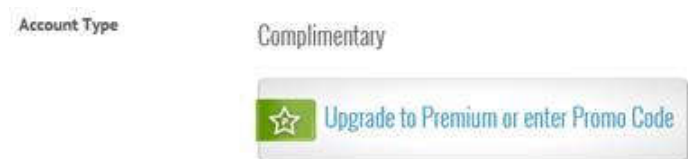
Register a new account at www.signup.com. Then, follow the Account Type/Promo Code instructions below to update your profile and link it to Steck's Campus Plan!

Already have a SignUp.com account?

First, sign-in to your account and click on your **Name/Profile** in the upper-right hand corner.

Under **Account Type**, click '**Upgrade to Premium or Enter Promo Code**'

Then, enter **Steck's Promo Code: KTY6RVWA**. You must enter this promo code **AGAIN** for *this* school year, even if you did it last year!



From your Dashboard, you'll be able to Create New SignUps, edit when reminders go out under Settings, & more for all of your volunteer needs! **For instructions, check out SignUp.com's Video Tours & Quick Tips** <https://signup.com/Video/VideoTour> or click **Help** to browse FAQs.



How to create a Group Page

<https://signuphelp.zendesk.com/hc/en-us/articles/202745130-How-do-I-set-up-a-group-page->

What is a Group Page?

A Group Page is a custom landing page, where you can post multiple SignUps. Then, your volunteers can access ALL your activities with ONE link! **You can set up a Group Page after creating at least one SignUp with future spots to put in it.**

When might you want to use a Group Page?

Room Parents & Teachers: first, create new SignUps for each volunteer type (e.g. Guest Readers, Math Helpers, etc.). Then, Create a New Group Page for your classroom and add *all* SignUps to it under Manage.

Event/Committee Chairs: first, create new SignUps for each volunteer need. Then, Create a New Group Page for your event and add all SignUps to it under Manage.

How to create a Group Page:

- 1) Under **Organize**, select My Group Pages/Create New Group Page.

Dashboard Organize ▾ My Invitations ▾ My Tools ▾ Idea Center ▾



- 2) **Details:** Enter a name for your Group Page and add a Description.
- 3) **Upload** an image (optional)
- 4) **Add Activities/SignUps:** choose which of your available Activities (SignUps that have future spots) to add to your Group Page.
- 5) **Share (Give Access):** to volunteers by sending an email, getting a shareable link, etc.

Event/Committee Chairs: Add your SignUp to the Steck PTA Volunteers Group Page

- 1) From your Dashboard or Organize/My SignUps, click **Manage/Settings**.
- 2) Select **Publish to Group Page**



- 3) From the Group Page drop-down menu, **choose Steck PTA Volunteers**. SignUps CAN be added to multiple Group Pages! But, if you create your own Group Page, you cannot add it to the Steck PTA Volunteers Group Page.

Copies: Office or Print Center

Office:

If one is making 30 copies or FEWER, they can be made in the Steck Office. Simply leave with the office staff the sheet that needs copying and let them know how many copies are needed and who the copies should go to when completed (i.e.: a certain teacher for backpack mail or back to you). Please note volunteers must be trained prior to utilizing the school copier. Once trained, volunteers may use the copier during school hours, recognizing that the teachers and staff have priority to use the machines.

Print Center:

If making MORE than 30 copies, the print center must be used. Please plan ahead as there is a lead time.

The print center is shared between district 203 and 204.

All copy requests are done online electronically via this website:

<http://ncusd203.myprintdesk.net/DSF/ASP9/storefront.aspx>

User name: steckpta

Password: elementary

Use account number: Steck PTA

All copies are done digitally, uploaded through this website.

In case one must drop off hard copies at the print center for copying, it is located behind the 95th Street Library in Naperville (3015 Cedar Glade Drive).

630-420-6560

Fax: 630-527-6063

Expense Voucher

REBA O. STECK PTA EXPENSE VOUCHER

Instructions: Please complete this form for reimbursement, payment, or cash. All original receipts and invoices must be attached to the back of this form and submitted **within 30 days** of the expense. Receipts exceeding this 30 day period may be denied reimbursement. This form can be turned into your child's teacher or placed in the Treasurer's folder in the PTA closet at Steck. Please contact the treasurer, Diana Hughes, at dhughescpa@gmail.com with any questions.

DATE: _____ PAYABLE TO: _____

YOUR CONTACT INFORMATION FOR QUESTIONS

PHONE: _____ EMAIL: _____

CHECK DELIVERY METHOD:

- SCHOOL MAIL—Child's full name _____ Teacher name & grade _____
- PICKUP AT TREASURER'S HOUSE (You will be notified by email when the check is ready)
- US MAIL Please provide a self-addressed stamped envelope

Reimbursement requested for:

Name of store on receipt	Budget category	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

As a 501(c)(3) organization, Steck PTA is unable to reimburse tax*. Please use the Sales Tax Exemption Letter when making purchases.

*Sales tax can be reimbursed at Costco and Sam's Club.

TOTAL _____
Less sales tax paid _____ (_____) **Check amount** _____

Tape all receipts and invoices to a separate sheet and attach to this form. If only a portion of the amount on the receipt is for the PTA, circle each item's amount. Add up the total on that receipt and note it on the receipt.

FOR OFFICE USE ONLY

Approved by 1. _____ President
2. _____ Treasurer
3. _____ Co-president/ Vice President

Two signatures are required. You cannot approve your own purchase.

Check# _____ Check Date _____

Tax Exemption Letter



Illinois Department of Revenue

Office of Local Government Services
Sales Tax Exemption Section, 3-520
101 W. Jefferson Street
Springfield, Illinois 62702
217 782-8881

March 14, 2014

IL CONGRESS OF PARENTS & TEACHERS ORGANIZATION
JOLENE M LOWDER
808 SO SECOND ST
SPRINGFIELD IL 62704

We have received your recent letter; and based on the information you furnished, we believe

IL CONGRESS OF PARENTS & TEACHERS ORGANIZATION
of
SPRINGFIELD, IL

is organized and operated exclusively for charitable purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois.

We have issued your organization the following tax exemption identification number: E9989-1281-07. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on September 1, 2018, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Office of Local Government Services
Illinois Department of Revenue

STS-49 (R-2/98)
IL-492-3456
11-0000148