



# **Room Parent Information Packet**



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# Introduction

We are very thankful and excited that you have all volunteered to be your child(ren)'s Room Parent this year! Room Parents play an important role in their child(ren)'s class(es), to the teachers, and to Avalon Elementary!

Your primary contact for any questions you may have or any assistance you may need in regards to being a Room Parent is **MarinersPTO@gmail.com**

Please remember that to be on campus to volunteer during school hours in the classroom, chaperon field trips, help with events, you **must** be an OCPS ADDitions-approved volunteer. If you haven't already applied to be one, please visit the following website to sign up: **<https://ocps.samaritan.com/>**. Please also remember that during school hours, younger siblings may not be on campus.

Avalon Mariners PTO helps in the organization of Room Parents. The Helping Hands Room is the PTO "office" that we open to all volunteers to come in and work on volunteer projects, utilize the die-cut machine, copier, laminator, etc. We invite you to come in when you have a free moment to work on any projects that teachers have placed in the Helping Hands inbox or have left for you in the Room Mom Tubs. Whether you are willing to volunteer 1 hour or 100+ hours, on campus or from home, Mariners PTO appreciates all volunteers! We also invite you to become a PTO member! Your entire family can join PTO for the 2019-2020 school year for only \$10 (whether you have 1 child or more, your whole family is included and all teachers receive credit!). You will find our PTO Membership Form in this packet for your convenience. Your membership dues help pay for the many events and programs that Mariners PTO plans and sponsors! If you have any questions regarding membership or PTO in general, please contact us at **MarinersPTO@gmail.com**. This Room Parent Information Packet is also available on our website at **www.MarinersPTO.com**, as well as other valuable information and forms!

We Appreciate You!

*Your 2019-2020 Mariners PTO Executive Board*

# *What is a Room Parent?*

If you're new to Avalon Elementary or haven't volunteered to be a Room Parent before, you're probably feeling a little nervous or overwhelmed, and wondering what you've volunteered for. Don't be! And if you're volunteering again, YAY!

Your main task as a Room Parent is to facilitate communication between the other Avalon parents of the class and the teacher, Mariners PTO, and occasionally Avalon Elementary administration. Just like at home and outside of school with your family, you will wear multiple hats throughout the year: communicator, planner/organizer, leader, creator, superstar, assistant, entertainer, and more! And it doesn't stop there!

Don't feel like you have to do this all on your own, because you don't and shouldn't have to! We advise that if you are feeling a little overwhelmed with everything or feel like you won't have enough time to dedicate to being a Room Parent, that you discuss with your teacher about having multiple Co-Room Parents to divide the responsibilities! You can also recruit other parents to help with projects and events! Never be afraid to ask for assistance!

# Room Parent Guidelines

There are a few guidelines that must be stressed to you as Room Parents that we ask you to follow:

1. **Confidentiality.** You will have access to some information that is not to be shared with others. For instance, other parents' email addresses and contact information. It is important that you get the class email information, but you are not to share or abuse having this information. When contacting the parents via email, you **must** include their addresses in the Blind Carbon Copy (BCC) field. You are not permitted to utilize or share these emails with others to contact for non-related school purposes (i.e. selling, sending spam, etc.). Please exercise responsibility with your class' confidential information.
2. **Form Letters.** Form letters are available to help you communicate with your class throughout the year. We have included our "Fun Facts" form for you to use, if desired.
3. **Recruit Others.** As mentioned before, don't feel like you have to do everything on your own! Recruit Co-Room Parents and/or volunteers to help! Many parents want to help, but may not know how to or what needs to be done.
4. **Stay informed.** This helps you communicate all pertinent information to every parent. For instance, with events and programs, dates/times may change. We recommend that you sign up for the Mariner's Times newsletter and follow both the Mariners PTO Facebook page ([www.facebook.com/AvalonMarinersPTO](http://www.facebook.com/AvalonMarinersPTO)) and the Avalon Elementary OCPS Facebook page ([www.facebook.com/AvalonElementaryOCPS](http://www.facebook.com/AvalonElementaryOCPS)). Both pages are updated regularly. Also, another great source of information is the PTO website, [www.MarinersPTO.com](http://www.MarinersPTO.com). On our website, you will find an event calendar, meeting minutes from the PTO meeting, and other useful information.
5. **Have fun.** Enjoy this time with your child(ren), their friends, teachers, and Avalon Elementary! This will be a rewarding experience for you!

# *Room Parent Responsibilities*

Now this section may be overwhelming to you - don't forget to ask for help! Here is a list of responsibilities that Room Parents undertake/share with other parents:

1. **OCPS ADDitions-approved Volunteer.** First and foremost, please make sure that you are ADDitions-approved! Please refer to Page 3 about this. Whether you come on campus or volunteer from home, be sure to log all your hours! When coming in, you must login and sign out from the Front Office computer. You can also log your hours online after you have been approved and create your user profile.
2. **Meet with the Teacher.** Keep all lines of communication open! Teachers' expectations of their Room Parents vary widely from teacher to teacher and by grade level. Some rely heavily on volunteers to plan and organize all events and parties. Some have specific ideas and will ask parents to coordinate only certain parts. Either way, it's critical to find out your teacher's preferred way of doing things early on. It's a good idea to check in with your teacher periodically to ask if she needs anything. Be proactive!
3. **Get a List.** As mentioned before, it is important that you get with your teacher to receive the emails/contact information of all parents in the class. That list is a valuable resource for you as a Room Parent to recruit volunteers and to keep everyone informed. Keep in contact with all parents to inform and update them on school events and any class projects. And don't forget to ask for help! When asking parents for donations (whether food/drinks or monetary) or to volunteer for events, we recommend you use Sign Up Genius ([www.signupgenius.com](http://www.signupgenius.com)). Keep in mind we are **NOT allowed to ask for a specific monetary amount** when asking for monetary donations.

4. **Get creative.** Some teachers/grade levels like to have their boards, doors, and/or walls decorated. That is up to each teacher, so find out if yours wants this. Some like it done every month, some like it done every season, some prefer it for certain events - it's up to the teacher!
5. **PTO Liaison.** It is your responsibility to share school event information and reminders with your class.
6. **Boosterthon.** PTO is thrilled to bring back this fundraising event that all Mariners have fun with! All funds raised from Boosterthon go towards improving our school! We need all Room Parents to get the students and families excited for Boosterthon, and more importantly to help raise the funds that we need. This year our goal is to raise **\$28,000**, which will go toward the School Improvement fund! Also, 10% of what each class raised is give straight back to your child's teacher to use in the classroom! As Room Parent, you will need to create your class' banner/flag and coordinate anything else that comes with this fun and educational fundraising event. If you have any questions about Boosterthon, please direct them to **MarinersPTO@gmail.com**
7. **Spring Carnival.** This is an annual family event that PTO puts on to raise funds. Part of the Spring Carnival is the auction, and that's where you come in! If you have any connections to local businesses that may want to donate an Item or gift card that can be used to purchase items for our auction, we would greatly appreciate the help.
8. **Party, party, party!** Okay, so it's only 2 parties during the school year, but it's still a PARTY! Every school year Avalon Elementary permits a Holiday Party before Winter Break, and the End-of-Year Party. Both are held on dates and times that are approved by Avalon administration. Some teachers like to have foods/snacks for the class, as well as games/activities and/or crafts. Others like to keep their parties low-key but fun. Regardless, get in touch with your teacher to find out what they have in mind! And keep in mind that the party is only scheduled for about an hour

long.

**IMPORTANT:** Any foods/snacks that are brought in to be shared with the class must be store bought and come in with a completed **OCPS Record of Outside Food Form**; this form is included in this packet, as well. Also, no red or purple juice should be sent in, as it can stain the carpeting. Please be mindful in asking parents for food/drinks donations, particularly if there are any food allergies in the class.

9. **Teacher Appreciation.** We love our teachers, and everything that they do for our students. Every year we honor and celebrate them with a week-long celebration of activities, and we wouldn't be able to pull this off without the valued assistance and donations from our volunteers! For more information and/or to be a part of the Teacher Appreciation Planning Committee, please contact [MarinersPTO@gmail.com](mailto:MarinersPTO@gmail.com). Room Parents are vital to making your teacher feel special!
10. **Teacher's Birthday.** Celebrate your teacher's birthday with the class! We have attached a "Fun Facts" survey in this packet. You can use this list to share with your parents for the teacher's birthday and holidays.
11. **Box Tops.** Remind your students and parents to clip and send in Box Tops from participating products. Every Box Top helps our school! The Box Tops program is transition to a digit platform, so now helping our school is as easy as scanning a barcode. Encourage families to visit [www.boxtops4education.com](http://www.boxtops4education.com) for more information.
12. **Yearbook.** Our school yearbook is filled with memories of each school year and we can't do it without your help! Remind the families in your class to share photos of class and school event with our yearbook committee. Photos can be emailed to [avalonelementaryyearbook@gmail.com](mailto:avalonelementaryyearbook@gmail.com). Also, please add the yearbook email to your class Shutterfly accounts or a yearbook committee member to you class Facebook group.



# 2019-2020 Calendar of Events

The following are the events/programs and dates that are currently scheduled. *The dates and/or times may change.* We recommend you stay current by signing up to receive Mr. Aldridge's Mariner Times Newsletter and being a part of the Facebook pages (both mentioned on Page 5.). If you have any questions about this calendar, please contact PTO at **MarinersPTO@gmail.com**.

## **October:**

8 <sup>th</sup>	SAC Meeting – 7:30 am
11 <sup>th</sup>	Spirit Stick Sales
11 <sup>th</sup>	Picture Day
16 <sup>th</sup>	No Early Release Wednesday
17 <sup>th</sup>	NO SCHOOL – Teacher Work Day
18 <sup>th</sup>	Hurricane Make-Up Day #1
21 <sup>st</sup> – 25 <sup>th</sup>	Candy Gram Sales
25 <sup>th</sup>	Father-Daughter Dance – 6:30-8:00 pm
30 <sup>th</sup>	Candy Grams Delivered

## **November:**

1 <sup>st</sup>	Spirit Stick Sales
7 <sup>th</sup>	Boosterthon Fun Run
12 <sup>th</sup>	SAC Meeting – 7:30 am
14 <sup>th</sup>	General PTO Meeting – 6:30 pm
25 <sup>th</sup>	Hurricane Make-Up Day #2
26 <sup>th</sup> – 29 <sup>th</sup>	NO SCHOOL – Thanksgiving Break

## **December:**

6 <sup>th</sup>	Spirit Stick Sales
9 <sup>th</sup> – 13 <sup>th</sup>	Candy Gram Sales
10 <sup>th</sup>	SAC Meeting – 7:30 am
18 <sup>th</sup>	Candy Grams Delivered
19 <sup>th</sup>	Winter Parties
23 <sup>rd</sup> – Jan. 6 <sup>th</sup>	NO SCHOOL – Winter Break

**January:**

10 <sup>th</sup>	Spirit Stick Sales
14 <sup>th</sup>	SAC Meeting – 7:30 am
16 <sup>th</sup>	General PTO Meeting – 6:30 pm
20 <sup>th</sup>	NO SCHOOL – Martin Luther King, Jr. Day

**February:**

3 <sup>rd</sup> – 7 <sup>th</sup>	Candy Gram Sales
7 <sup>th</sup>	Spirit Stick Sales
7 <sup>th</sup>	Mother-Son Dance – 6:30-8:00 pm
11 <sup>th</sup>	SAC Meeting – 7:30 am
12 <sup>th</sup>	Candy Grams Delivered
17 <sup>th</sup>	NO SCHOOL – Presidents Day

**March:**

4 <sup>th</sup>	No Early Release Wednesday
6 <sup>th</sup>	Spirit Stick Sales
6 <sup>th</sup>	Spring Carnival & Silent Auction – 4:00-8:00 pm
10 <sup>th</sup>	SAC Meeting – 7:30 am
13 <sup>th</sup>	NO SCHOOL – Teacher Work Day
16 <sup>th</sup> – 20 <sup>th</sup>	NO SCHOOL – Spring Break

**April:**

1 <sup>st</sup>	No Early Release Wednesday
3 <sup>rd</sup>	Spirit Stick Sales
14 <sup>th</sup>	SAC Meeting – 7:30 am
16 <sup>th</sup>	General PTO Meeting – 6:30 pm

**May:**

4 <sup>th</sup> – 8 <sup>th</sup>	Teacher Appreciation Week
6 <sup>th</sup>	No Early Release Wednesday
12 <sup>th</sup>	SAC Meeting – 7:30 am
25 <sup>th</sup>	NO SCHOOL – Memorial Day
27 <sup>th</sup>	Last Day of School

# Avalon Mariners PTO

2019-2020



As the school year begins, it is time to get ready for new adventures in PTO. We are ready to help our staff, students and families get off to a great start. PTO memberships are \$10 for families. We are encouraging all families to join!

## What does PTO do? Where does the membership money go?

Avalon Mariners PTO:

- ✓ Sponsors events such as the Father-Daughter Dance, Mother-Son Dance, Boosterthon, Skate Night, the 5<sup>th</sup> grade party, Spring Carnival and Silent Auction, Teacher Appreciation Week, and more!
- ✓ Gives a cash donation to the school for needed items such as technology, cafeteria tables, our new Makers' Space and playground!
- ✓ Teacher grants to teachers who are PTO members.
- ✓ Provides assistance to students in need for field trips.

We also offer discounts on T-shirts and Event Tickets for PTO members!

*The students will be rewarded with a popsicle party for the class with the highest percentage of members!*

*There will be a Pizza Party for any class with 100% participation!*

**Contest Ends September 27<sup>th</sup>**

## Avalon Mariners PTO Membership Form

Member Name: \_\_\_\_\_

Email (please print): \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to student(s): \_\_\_\_\_

Interested in Volunteering? YES / NO

Student Name (please list all students)

Grade

Teacher

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE MAKE CHECKS OUT TO **AVALON MARINERS PTO**

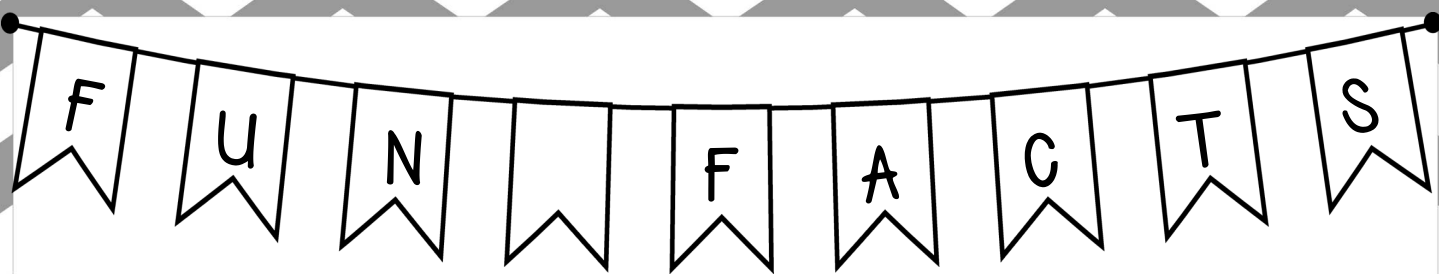
**Admin only**

11

Cash / CC / Check # \_\_\_\_\_

email added \_\_\_\_\_

class count \_\_\_\_\_



NAME

BIRTHDAY

## FAVORITES

Color: \_\_\_\_\_

Flower: \_\_\_\_\_

Holiday: \_\_\_\_\_

Stores: \_\_\_\_\_

Restaurant: \_\_\_\_\_

Magazine: \_\_\_\_\_

Author: \_\_\_\_\_

Food: \_\_\_\_\_

Candy: \_\_\_\_\_

Snack: \_\_\_\_\_

Beverage: \_\_\_\_\_

Coffee or Tea: \_\_\_\_\_

Sports Team: \_\_\_\_\_

## ABOUT ME

My initials are: \_\_\_\_\_

My hobbies are: \_\_\_\_\_

\_\_\_\_\_

I collect: \_\_\_\_\_

\_\_\_\_\_

I relax by: \_\_\_\_\_

\_\_\_\_\_

Over the summer, I like to:

\_\_\_\_\_

\_\_\_\_\_

## IN THE CLASSROOM

My favorite places to shop for classroom resources: \_\_\_\_\_

\_\_\_\_\_

Items I would like for my classroom: \_\_\_\_\_

\_\_\_\_\_

## OCPS Record of Outside Food Form

(Food meant for sharing **ONLY**)



This form should be filled out for ALL outside food brought onto the school campus meant for sharing with students, anywhere on school property during the school day (midnight until 30 minutes after the last bell). Food must be in an unopened manufacturer's container with an ingredient statement and expiration date.

**Once complete: This form should be kept on file with the cafeteria manager.**

School Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the food product*		
Name of the student who brought the food		Parent Phone Number (if available):
Name and job title of the adult responsible for the food on campus		Phone Number:
Location where this food will be stored on campus		
Date(s) that this food will be served to students		Expiration Date on Package:

**\*The food label containing the Ingredient Statement and Expiration Date must be attached to this form.**

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