[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiY0vSphKbPAhWCcD4KHUjKD0QQjRwIBw&url=http://www.ccdaa.org/get-involved&psig=AFQjCNFJ1UWPctghCK430MU5-LjtHigIQA&ust=1474738775312947)

**Room Parents Needed!**

Dear IMS Families,

Please consider becoming a Room Parent for your child’s classroom. This is a wonderful opportunity to contribute to your child’s classroom and our IMS community. More information on the purpose & responsibilities of Room Parents is below. If you are interested, please contact your child’s teacher or the PTO at [imspto@yahoo.com](mailto:imspto@yahoo.com) or fill out the bottom and return in your child’s backpack. Thank you for your consideration!

**PURPOSE**

**1. Foster school-home connection**

**2. Work with the classroom teacher(s) to sign up classroom volunteers**

**3. Be a liason between your classroom and PTO**

**DUTIES**

1. Meet with your teacher to determine what the classroom needs will be for the year and the division of responsibility if multiple room parents/GLR exist
2. Develop Classroom Roster for classroom activities and community building

* Obtain list of parent/guardian emails from the classroom teacher.
* This list is to be used to contact student’s families and not for distribution as a directory.

1. Collect photos for the yearbook throughout the school year

* Request photos from your student’s teacher every few months and after every major event
* Use Schoology to collect photos for the yearbook

1. Solicit volunteers for classroom, PTO & IMS events/activities
2. Assist with Box Tops fundraisers by sorting and counting box tops.
3. Communicate PTO/IMS news to IMS families
4. Optional: Coordinate gifts for your teacher for special occasions
   * OK to collect $1-$10/child for gift giving occasion
   * Make clear in communication that participation in class gift is optional

Things to consider:

* + - * Before serving food/drink at school, consider district’s health & wellness policy –CREC is a nut-sensitive district
      * Any money collected/spent for parties or teacher gifts must be well documented
      * Resources: IMS website, PTO Board Members, Takeia Pitts (Parent Engagement Specialist)

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Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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