

State Bridge Crossing Elementary School  
Room Representative Handbook  
2019 - 2020

Thank you for volunteering your time to serve as Room Representative for your child's classroom this year. As Room Rep, you are the primary connection between your classroom's parents and the teachers, the school, and the PTA, and therefore, will play an essential role for the parents of your classroom in these areas:

- Recruiting volunteers for class, school, and PTA functions
- Assisting in the coordination of class, school, and PTA events (e.g., class parties, teacher gifts)
- Facilitating communication amongst the parents in your classroom, the school and the PTA

**Description of Events and Programs**

The position of Room Rep comes with it several exciting responsibilities and volunteer opportunities. The following information includes descriptions of the events and programs that SBCE offers, all of which the Room Rep helps facilitate.

1. **Teacher Gifts**: Classroom teachers are often presented with a gift at the winter holiday and again at the end of the year. As Room Rep, you will purchase a class gift for the

teacher, after sending home a parent letter (attached) providing families the opportunity to give voluntary donations. Please send this letter one month prior to the winter party and the end of the year party, to allow families ample time to contribute if interested. Attach an envelope with your name on it for the donations and provide parents a deadline date to submit contributions. Upon purchasing the teacher's gift for each event, please send an email to parents notifying them of the class gift and the amount spent. Pre-K and Kindergarten parents, please remember the teacher assistant when planning for gifts.

**2. Class Parties:** The Fulton County School System allows for classroom parties twice a year. Each SBCE will host a Winter Party and a Year-End party. Dates and times for these parties will be communicated at a later date.

To facilitate a successful class party, you will discuss with the classroom teacher how she/he would like to prepare for and organize the class party. Two to three weeks prior to the actual event the Room Rep or Parent Party Volunteer should provide the teacher with ideas for consideration, allowing the teacher to have final approval as he/she may be required to specific parameters (e.g., schedule, space). It is recommended that you use Signup Genius ([www.signupgenius.com](http://www.signupgenius.com)) for parents to donate needed items, including supplies and food. You will be responsible for creating your Signup Genius page, and can reach out to Michele Allison at Michele78allison@yahoo.com for

support. Also, please note that per SBCE policy, siblings are not to attend classroom activities.

3. **Photography/Publicity**: Many of the candid shots in the yearbook come from parents in the classroom who are attending the school sponsored events. You will be asked to post pictures of the students via the yearbook link at a designated time. More information about this will follow later in the school year.

4. **Designated Tasks**: You are encouraged to ask the teacher if there are any other tasks that they may need help with (e.g., finding volunteers to mystery read or to make copies for the class).

### **Helpful Administrative Details**

**Communication**: Communication is one of the most significant tasks of the Room Rep. Email is strongly recommended because it is timely and efficient. An email distribution list can be used to remind parents about upcoming events (e.g., parties, volunteer schedules) or to communicate last minute changes. Ask your parents what communication method they prefer- sometimes you may need to call a specific parent instead of email. Remember to keep a copy of all your emails sent and always cc the teacher. Determining teacher's gifts is the only exception.

**PTA Membership**: You are asked to be a member of the State Bridge Crossing PTA as a Room Rep. Also, please encourage the families in your class to join the PTA. All money from memberships, etc., is used for our students and teachers!

Thank you very much for your help! Our students and teachers greatly appreciate it!

## Gift for our Teacher

Hey Parents!

To show our appreciation to our wonderful and caring teacher, we are collecting money for a class gift. Any donation would be greatly appreciated.

If you would like to contribute to the class gift, please return the form below in the envelope attached. If you have any questions, you can reach me at \_\_\_\_\_. Please return to school by \_\_\_\_\_.

We will notify you of the class gift before the class party. Thank you very much for your participation!

With gratitude,

(your name)

Student's Name \_\_\_\_\_

\_\_\_\_ Yes, enclosed is a voluntary donation of \$ \_\_\_\_\_.

\_\_\_\_ No, thank you.