**Room Parent & Volunteer Orientation Meeting**

**9/15/17 - 9:30 a.m.**

**Lisa McHenry– PTA President**(lcmabe@yahoo.com)

* Welcome and Thank-You
* Introductions – PTA Board of Directors & Committee Chairs
* PTA Membership – Join Today! Attend General/Committee Meetings & PTA sponsored events
* Upcoming events:  movie night & ideas from BOD

**Jill Walsh & Robin Sappenfield – Principal & Data Manager**

* School-Specific Volunteer Procedures – signing in at the office, etc.
* GCS Volunteers – register at [www.gcsvolunteers.com](http://www.gcsvolunteers.com/)
* Background Checks
* When volunteering in classroom or chaperoning on field trips -we ask for no siblings to accompany the volunteer

**Lisa McHenry & Amy Teoh – President** (lcmabe@yahoo.com) **& Secretary**(amypteoh@gmail.com)

**Room Parent Responsibilities include**:

* Collect money for holiday celebration (if catering), teacher(s) holiday gifts and Teacher Appreciation Week (look at SOS binder in PTA room for gift ideas)
* Email parents with information regarding teacher’s birthday and instructions on how to celebrate
* Coordinate Teacher Appreciation week activities for classroom teacher/assistants
* Grades K-4: Coordinate end of year picnic dessert bar (Sign Up Genius)
	+ Fifth grade room parents- coordinate catering for end of year celebration
* Organize volunteers, water & popsicles for mile runs in October/Spring (this run is in PE class with Coach Layton and not RUN)
* Correspond between PTA and class families via email (request class directory from teacher or guidance from him or her as to how to communicate with class)
* Support the classroom teacher with class-specific needs like organizing volunteers, teacher supplies, folder stuffing, classroom celebrations (winter/end of year), etc.
* If you need help please ask a “seasoned” Room Parent in an upper grade or PTA Board Member!
* Like Summerfield Elementary PTA on FB
* Nut-allergy concern

**Lisa McHenry & Amanda Bassett – President** (lcmabe@yahoo.com**) & Vice-President/Mail Chimp** (amandabassett16@gmail.com)

**Room Parents – Helping to Make a Difference for Every Child**

* Encourage Lunch with Dad and Story Time with Dad
* Support our programs by soliciting volunteers and making sure all spots are full for programs like tutors, Healthy Vikings, Garden, etc.
* Vacancies
* Mail Chimp –Forward new students’ parents’ emails to Amanda Bassett (amandabassett16@gmail.com)

**Lacey Langford** (laceylangford@gmail.com) **- PTA Treasurer**

* Suggestions for money collection - safe guards

**Lisa Barbee** (LRR95@hotmail.com) – **Programs & Advocacy Chair**

**Tools for Volunteers**

* Sign-up Genius – www.signupgenius.com
* Sign-up for PTA Committees – link on Mail Chimp or sign-up lists here

**Danielle Elliott** (dlelliott1974@gmail.com) – **Ways & Means Chair**

**Room Parents – Fundraising Made Easy!**

* Box Tops, Tyson Project A+ Program, Linking at Harris Teeter & Lowe's foods
* RUN – come support your child’s class on Friday, September 29t h  (please send in the envelope)

**Important Information to share with your classrooms via email:**

**A.VIKINGS ARE ON THE RUN!!**

**1.** **RUN Schedule:  RUN is Friday, September 29th!  It is our MAJOR FUNDRAISER – we don’t sell anything and all money stays at our school minus expenses.  RUN envelopes are due by 9/29! Encourage $100 individual goal.**

**2.**   **RUN** times on **RUN** Day are:

8:45-9:30:  2nd Grade

9:30-10:15:  1st Grade

10:15 – 11:00: 3rd Grade

11:00-11:45:  5th Grade

12:30-1:15:  Kindergarten

1:15-2:00:  4th Grade

**3.** **RUN Spirit Wear Schedule**

**Monday**:  **Crazy** **HAT DAY**! Wear a crazy hat or your favorite one to school today!

**Tuesday**:  **Funky SOCK DAY** – show off your fun footwear!

**Wednesday**: **FAN FAVORITE DAY**!  Show your spirit & **FAVORITE SPORTS TEAM** wear!

**Thursday**: Wear **your SCHOOL SPIRIT DAY**!  (Wear your Summerfield Spirit Wear or our school colors of red, white & black)

**Friday**: **RUN Day** – You will receive your colored RUN shirt that morning before your RUN time!

**B. Box Tops Collections & Tyson Project A+ Program**

* Box Tops and Tyson Project A+ Program fall collection week is **October 2nd – 6th.** We will need help cutting and counting! The winning class will receive a grade-appropriate collection of PE Recess equipment for their class!
* Please send the following reminder email the last week of September to your class directory.

Sample Email:

Hello parents! Summerfield Elementary will be having the next **Box Top & Tyson Project A+ Program Collection** the week of **October 2nd – 6th.** When sending in your Box Tops & Tyson Project A+ Program labels, please clip the labels along the lines (do not cut off the expiration date) and place them in a ziplock bag. Although the Box Tops are little, each is worth a DIME! And these dimes add up quickly to bring in much needed funds to our school. Thank you for helping to make a difference for our school with Box Tops and Tyson Project A+ Progam! This collection is also a competition. The classroom that collects the most Box Top Labels will receive a new collection of PE Recess Equipment and be then next temporary home of the Viking Bear! Make sure your classroom gets this wonderful gift!

**C. Classroom Volunteer Openings**- please try to solicit volunteers for any openings in your class or consider the opportunity for yourself! (Please be advised these may change)

* Please see attached

**GRADE LEVEL GATHERING**

**Classrooms missing volunteers:**

* **Room-parent**
	+ Rezek
	+ Cooper
	+ Donaldson
	+ Lano
* **Healthy Vikings**
	+ Muire
	+ Reeder
	+ Hausler
	+ Rezek
	+ Carbaugh
	+ Clark
	+ Cooper
	+ Donaldson
	+ Fulmore
	+ Lano
	+ Pawluk
	+ Joncas
	+ McDonald
	+ Patton
* **Brushstrokes (K only)**
	+ Lolley
* **Garden Friends**
	+ Bynum
	+ Poole
	+ Summers
	+ Jones
	+ LaBean
	+ Reeder
	+ Rezek
	+ Carbaugh
	+ Clark
	+ Cooper
	+ Donaldson
	+ R. Walton
	+ Lano
	+ Lester