

Level Creek Elementary School
PTA Classroom Coordinators Guide
2010-2011

Dear Classroom Coordinators,

Thank you for serving as Classroom Coordinator for your child's classroom. Your time and talents are greatly appreciated.

As a Classroom Coordinator you are represented by PTA Classroom Coordinator Committee Chair. Your committee chair will be your primary contact and source of information. All letters that go home to parents need to be submitted first to the Classroom Coordinator Chair via e-mail. These will be approved or changes made and sent back through e-mail. Should you have any questions or concerns and your Chair is not able to assist you please contact the Classroom Coordinator Vice-President. Classroom Coordinators serve as the primary contact for the teacher when scheduling and recruiting volunteers for administration approved classroom activities. There may be an occasion when a teacher may request assistance in other circumstances. Volunteering for this position should be rewarding and fun!! To reduce the stress and financial burden we offer the following suggestions.

1). **Ask for help!!** Involve other parents in the classroom. You may want to divide the year with another parent or share responsibilities throughout the year. Your teacher will have an idea of who is willing to volunteer. Many times parents can't be involved in planning or in the classroom but they are willing to send in needed items or contribute financially. Please try to involve as many parents as possible.

2). **Communicate with the teacher.** Ask your teacher in the beginning of the school year for a meeting so you may establish a rapport. At this time you can determine what their expectations are. You should maintain communication throughout the school year since things often change and that's okay!

3). **Organize and implement plans.** It is acceptable to ask each family to make a (1) one time contribution of up to \$5 to cover activity expenses throughout the school year. Any time you request donations, they are strictly voluntary. Let them know that you may still need to call upon them for additional donations during the school year. We suggest you send home an introduction letter detailing the year's scheduled activities. When collecting for a class gift you may ask for a donation of up to \$10. Gwinnett County policy dictates a teacher may not receive a monetary gift in excess of \$200. If a parent chooses not to have their child participate, the child *must* still be included in the acknowledgment. Attached you will find form letters for you to use when sending home written communications with the children.

If you choose not to use the form letter, your letter must be submitted to the PTA with a PTA Document Checklist form and it will then be forwarded to administration for approval prior to going home. This is not to manage your

activity but to avoid miscommunication. The turn around time on non-form letters can take up to 10 school days, so please plan accordingly.

4). ***Reasons to celebrate!!***

- 1). Teacher's/Parapro's birthday
- 2). Winter Holiday Celebration
- 3). Winter Carnival
- 4). Teacher Appreciation Week
- 5). End of Year Celebration and Field Day
- 6). Teacher has a class project

*We cannot celebrate baby showers, weddings, etc., during classroom instruction time. All parties must be inside the classroom.

We are looking forward to another exciting year at Level Creek Elementary and hope you will find your time volunteering as Classroom Coordinator very rewarding.

Shanda Crosby
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