



Classroom Representative Responsibilities

Thank you for volunteering to be the Classroom Representative for the 2014-2015 school year. Listed below are the responsibilities of each Classroom Representative.

- 1) Classroom Parties
 - a) Autumn Party-October 31st from 1:45-2:15, Winter Party-December 19 from 1:45-2:15 and Valentines Party-February 13th time TBD.
 - b) Assign 3 Party Coordinator to each of the parties. Please let the volunteers know which party you have assigned them to as soon as possible. This will allow parents with multiple children to be sure they can attend a party in each classroom.
 - c) Supply the Party Coordinators with the Party Guidelines.
 - d) Communicate the party plans to the classroom Teacher along with the names of the Party Coordinators a minimum of 1 week before the party.
 - e) Confirm with the teacher that 1:45 is a good start time for the party and communicate this to the Party Coordinators.
 - f) Contact the teacher the week after the party to follow up on how the party went and to inquire about any changes the teacher would like to see for the next party.
 - g) Inform party planners for the Valentine's Day Party that Home & School will be working in conjunction with SFCP to have the students complete a community service project during the Valentine Day Party. All materials and directions will be provided to the party planners. As such, no additional craft or project is needed. More information will be provided closer to the date of the Valentine's Day party.
- 2) Liaison between the Teacher, Parents and the Home & School Board
 - a) Within one or two weeks of being assigned as Classroom Representative, please let the teacher know that you are available to act as a liaison between school, parents and the Home & School Board.
 - b) Within one or two weeks (or as soon as the school directory is published) of being assigned as Classroom Representative, please compile an email distribution list of the parents for your assigned classroom and send the parents a quick email introducing yourself as the Classroom Representative.
 - c) Should the teacher need Parent volunteers for a class project or other activity, please work with the classroom parents to find volunteers.

d) Should Home & School need volunteers or need to communicate a message to parents, please be prepared to assist, typically through email. For example, sending parents information regarding Manna gift card for teacher gifts.

3) Welcome New Families

a) As new families join Naper and your assigned class, please reach out and introduce yourself and give them the opportunity to volunteer in the classroom should they be interested.

Please don't hesitate to contact me with any questions or if you need assistance!

Nicole Kreuzer

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