

Room Rep Meeting

9/21/23

Welcome! Thank you parents for your willingness to volunteer and we are excited for the year ahead!

- **Brief Room Rep role description**
 - Coordinate quarter parties with teachers
 - Manage (Group Me) platform
 - Organize birthday gifts for Lead & Assistant teachers
 - Communicate/check in w/ teachers for various classroom needs
 - Chaperoning Field Trips
- **Communication**
 - Verify Group Me was set up
 - A Room Rep Group email to check in with teacher
 - Discuss hard copy flyer if low group me contacts and email not working
- **To Do (in the next week):**
 - Email teacher to get quarter party schedule/any info (this is to prompt teachers to discuss it in their next grade level meeting.
 - Group Me class communication- As a last resort if very little parents are on Group Me and teacher has sent the email to all parents (Consider sending printed flyer home for last attempt for parents to join)
 - Complete Background Check- Go to Great Hearts Arlingtons Website -Click on PSO - 23/24 Volunteer background check link
- **Quarter Parties**
 - Quarter parties are academic in nature so theme and execution should reflect that
 - No pop culture
 - Crafts/activities that go with the theme
 - Food that goes with the theme (store bought) (ask teacher for class severe allergies)
 - Create Sign up genius and send through group me to parents.
 - While we suggest collecting items rather than cash/venmo, Room Reps may receive cash/venmo donations in lieu of actual items, if a parent prefers to do so over sending an item; however this cannot be a required "fee" for all students
 - Reminder-We are not having "lead" room reps this year, so work within your team of room parents and your giftings to best serve the class.

- **Group Me**
 - Check FB to see if one has been set up, if not start one!
 - Utilize “mob mentality” in positive way (ie: you ask for supplies and all parents can see who is donating and will be motivated to do so as well)
 - Keep it positive! No rude comments toward teachers
- **Birthdays**
 - We’d like consistency so all teachers feel celebrated but please be creative as you see fit
 - An example-
 - Get parents to sign up to:
 - Bring teacher beverage
 - Bring teacher lunch
 - Bring teacher dessert/ sweets
 - Bring teacher flowers (boys - snacks)
 - Coordinate a gift (gift cards/favorite things list)
 - List doesn’t specify Starbucks order or lunch dish so volunteers need to be instructed to email teacher directly for that info (ie: “Happy Almost Birthday! I’d love to bring you lunch on Wednesday from your favorite spot, Panera! Can you send me your order! We are so grateful for all you do and want to celebrate you with this small token of our appreciation!”
 - (summer birthdays could celebrate half birthdays). You CAN accept money to purchase a group gift/gift card for teachers birthday **BUT** this **CANT** be required
- **Quarterly Check ins**
 - Every teacher is different (whether they take the initiative to communicate) rule of thumb- ask quarterly if not more
 - Ask for supply needs, volunteers in the classroom, bulletin boards, upcoming events
 - Amazon wishlist is a great option too

Room Representative Point of Contact and Communication- If issues arise within your class or if you have questions please direct those to your class teacher. The PSO is here to just make sure there are room reps placed for every classroom so moving forward, communication would be between the teacher and the room representatives.

***If one of your room representatives leaves a classroom or decides to step down, the other room reps within the classroom along with the teacher would be the ones to work to fill that spot. The PSO team is not able to find the replacement. If the spot is filled please let the PSO know so we can update who the new room parent is.**

- **QUESTIONS?**