



Royalview PTA

Room Parent Request

2018-2019

DEADLINE DATE: Friday, September 28

PTA Room Parent

Each year one room parent is selected for each classroom to help with the two holiday parties, Halloween (October 31) and Valentine's Day (February 14). Room parents are chosen by random drawing (if there are more than 1 request per classroom). We do attempt to place a parent in this job if they have not done it in the past, to give all parents equal opportunity. All selected Room Parents are approved by the teacher. Other volunteer opportunities (field trips/classroom help/extra party volunteers) will be at the teacher's discretion. *If interested in being a Room Parent fill out form below by **Friday, September 28** and return to teacher.*

Room Parent Responsibilities

- Receive Party Guideline Form- room parents will receive a party guideline form from their teacher prior to the party letting them know the teacher's preferences.
- Party bags - fill party bags (provided by PTA) with the provided treats that are sent into school from the class. Treat bags can be filled at home prior to the party and brought back day of the party.

Room Parent Requirements

- Room Parent must be a Royalview PTA Member.
- Room Parent must be available to attend the Halloween Party and Valentine's Day Party.
- Help sort/deliver party snacks from PTA for 1 party. Done the morning of the parties.
- Help with 1 of the Marco's Pizza Box Night fundraiser. Help label boxes and sort alphabetically when done.
- Volunteer at 1 of these 3 events: Fun Run, Holiday Extravaganza, or Carnival

Questions? Contact PTA at RoyalviewPTA@gmail.com.

Room Parent Request Form - fill form out and return to teacher

*(If you have more than 1 student and have a preference for a room please put a * next to that name.)*

Name

Phone Number

Email

Student & Teacher Name

This year we are asking for our Room Parents to assist with other school functions. We ask that you help with 1 of each type of event.

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| 1) I can help sort/deliver party snacks for 1 party: | <input type="checkbox"/> Halloween (10/31) | <input type="checkbox"/> Valentine's Day (2/14) |
| 2) I can help with 1 Marco's Pizza Box Event: | <input type="checkbox"/> Week of Sept 24 | <input type="checkbox"/> Week of Feb 18 |
| 3) I can help at these school events (select 1): | <input type="checkbox"/> Fun Run (9/28) | <input type="checkbox"/> Holiday Extravaganza (11/30) |
| | <input type="checkbox"/> Carnival (3/9) | |



Volunteer Form

Positions and Committees 2018-2019

NAME	PHONE
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EMAIL	STUDENT & TEACHER
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Elective PTA Board Positions (2018-2019)	<input checked="" type="checkbox"/> President	<input checked="" type="checkbox"/> Treasurer	<input checked="" type="checkbox"/> Secretary
	<input checked="" type="checkbox"/> Vice President 1	<input checked="" type="checkbox"/> Vice President 2	<input checked="" type="checkbox"/> Vice President 3
<input checked="" type="checkbox"/> position filled	<input checked="" type="checkbox"/> LCC Delegate 1	<input type="checkbox"/> LCC Delegate 2	
Mark box if interested in open position	<input type="checkbox"/> School Board Rep 1	<input type="checkbox"/> School Board Rep 2	

PTA Committee & Volunteer Opportunities

There are many ways to be involved at Royalview. If interested in a leading a committee or to volunteer check the appropriate box. Events vary from in school activities, evenings, and weekends. A 2nd chance volunteer form will be sent out for (most) events a month before the event date. See school calendar for dates (www.RoyalviewPTA.org)

BAKE SALE	<input type="checkbox"/> Chair/Co-Chair <input type="checkbox"/> Committee	<input type="checkbox"/> Volunteer - Help manage table and sell baked goods.
BOOK FAIR	<input type="checkbox"/> Chair/Co-Chair <input type="checkbox"/> Committee	<input type="checkbox"/> Set-Up: set up tables and unpack books in library <input type="checkbox"/> Student Helpers: help students shop for books according to their grade level <input type="checkbox"/> Clean-Up: repack books/items into boxes and clean up library
CARNIVAL	<input type="checkbox"/> Chair/Co-Chair <input type="checkbox"/> Committee	<input type="checkbox"/> <u>Cooks</u> : Volunteers needed for food prep <input type="checkbox"/> <u>Games</u> : Volunteers are needed to help work the games. 1 hour increments available. <input type="checkbox"/> <u>Game Building/Restoring</u> : Create new games, restore old games, fix broken items, etc. <input type="checkbox"/> <u>Kitchen</u> : Serving people, restocking <input type="checkbox"/> <u>Set Up</u> : bring down games from PTA room and set up in classrooms.
COMMUNICATIONS		<input type="checkbox"/> Social Media: PTA Website, Facebook, Twitter, Parent Emails <input type="checkbox"/> Bulletin Boards <input type="checkbox"/> Event Posters <input type="checkbox"/> Community Liaison: reaching out to area businesses/leagues/groups for support.
FIELD DAY	<input type="checkbox"/> Chair/Co-Chair <input type="checkbox"/> Committee	<input type="checkbox"/> Volunteers - help run the stations that the students visit. AM, PM, and all day slots.
FUNDRAISING	<input type="checkbox"/> Chair/Co-Chair <input type="checkbox"/> Committee	<input type="checkbox"/> Fun Run- Prize Patrol, making copies, decorating, attend event, hand out t-shirts, volunteer help <input type="checkbox"/> Marco's Pizza - Box night help needed. Count/deliver/pick up pizza boxes from teachers <input type="checkbox"/> Winter Fundraiser (to be determined) <input type="checkbox"/> Spring Flower Sales - set up, flyers, coordinate

More on back →

HEALTH/SAFETY PROGRAMS	<input type="checkbox"/> Vision, hearing, teeth cleaning, and Heart Healthy program are held throughout the year. Volunteers escort students from classroom to program, help manage activity tables, etc. <input type="checkbox"/> Maturi-Tea Event for 5 th grade students
HOLIDAY CRAFT SHOW <input type="checkbox"/> Committee	<input type="checkbox"/> Volunteers are needed to help with set-up, vendor check in, raffle table, PTA table, and more
JR. ACHIEVEMENT PROGRAM	<input type="checkbox"/> Volunteer to teach specific program to a class (5-12 class visits). Must get training. For more info visit: www.jacleveland.org or email RoyalviewPTA@gmail.com . Specific grade? _____
LIBRARY	<input type="checkbox"/> Volunteers will check books in and out and reshelv books. Help with daily tasks.
MEMBERSHIP <input type="checkbox"/> Chair/Co-Chair <input type="checkbox"/> Committee	<input type="checkbox"/> Help promote PTA membership, help at PTA table at school events, create posters.
MUSIC PROGRAM	<input type="checkbox"/> Help music teachers make student crafts, sets, props for student music programs.
ON CALL	<input type="checkbox"/> Volunteer is available any day or time to come in and help
POPCORN <input type="checkbox"/> Chair/Co-Chair	<input type="checkbox"/> Volunteers help pop the popcorn, stuff bags, delivery, and clean up. 1x/month.
SKATING PARTY <input type="checkbox"/> Chair/Co-Chair	<input type="checkbox"/> Assist at the PTA table and help children fill out tickets for the raffle prizes.
SPIRIT WEAR/HOSPITALITY <input type="checkbox"/> Chair/Co-Chair <input type="checkbox"/> Committee	<input type="checkbox"/> Spirit Wear- help fill orders, shirt design, manage tables at event, ordering <input type="checkbox"/> Volunteer Roundup- help get volunteers for events, create sign ups <input type="checkbox"/> Thank You's - write thank you cards from PTA
TEACHER APPRECIATION <input type="checkbox"/> Chair/Co-Chair <input type="checkbox"/> Committee	<input type="checkbox"/> Coordinate and plan teacher lunch, surprises for teachers, gifts, etc.
TEST READERS	<input type="checkbox"/> Volunteers will read test questions/passages to students while on computers. There are multiple times a year this is needed. Background check and approval needed.

Our family would love to share its talents! Please call us for the following:

Carpentry Needs: <input type="checkbox"/> Carnival Games - creating new/fixing old <input type="checkbox"/> One School One Book - props, decorations <input type="checkbox"/> Playground/Courtyard maintenance <input type="checkbox"/> Other _____	Art Needs: <input type="checkbox"/> Carnival Games - painting <input type="checkbox"/> One School One Book - props, decorations <input type="checkbox"/> Art projects <input type="checkbox"/> Paint Nights <input type="checkbox"/> Other _____
Professional Event Speakers/Presentations: <input type="checkbox"/> Sports <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Education <input type="checkbox"/> Legal/accounting <input type="checkbox"/> Science/engineering/technology <input type="checkbox"/> College Saving Plans <input type="checkbox"/> Other _____	Cooking Needs: <input type="checkbox"/> Carnival <input type="checkbox"/> Teacher Appreciation <input type="checkbox"/> PBIS Incentive for students (provide a treat)
PBIS Program - each month a group of students are selected to enjoy a reward for showing their ROCKS ability. We are looking for new ways to reward them. <input type="checkbox"/> Hold a special program for students (karate, dance, art, etc) <input type="checkbox"/> Provide a special treat <input type="checkbox"/> Supply materials for a craft <input type="checkbox"/> Other _____	Other: Is there another way you'd like to help?