



Royalview PTA

# Room Parent Request

2019-2020

**DEADLINE DATE: Friday, September 27**

## 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 27** 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, if available. Done the morning of the parties.
- Help with 1-2 of the following:
  - Marco's Pizza Box Night fundraiser. Deliver boxes and/or pick up boxes from classes.
  - Volunteer at these events: Fun Run, Holiday Extravaganza, or Carnival

Questions? Contact PTA at [RoyalviewPTA@gmail.com](mailto:RoyalviewPTA@gmail.com).

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## **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

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Phone Number

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Email

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Student & Teacher Name

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**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.**

- 1) I can help sort/deliver party snacks for 1 party:  Halloween (10/31)  Valentine's Day (2/14)
- 2) I can help with 1 Marco's Pizza Box Event:  Week of 10/21 or 11/11  Week of 3/16 or 4/14
- 3) I can help at these school events (select 1):  Fun Run (9/27)  Holiday Extravaganza (12/6)
- Carnival (3/7)



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# Volunteer Form

## Positions and Committees

### 2019-2020

NAME

PHONE

EMAIL

STUDENT & TEACHER

### Elective PTA Board Positions (2019-2020) - Mark box if interested in open position

= position filled for the year

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> President        | <input checked="" type="checkbox"/> Vice President 3 | <input type="checkbox"/> LCC Delegate 1 | <input type="checkbox"/> School Board Rep 1 |
| <input checked="" type="checkbox"/> Vice President 1 | <input checked="" type="checkbox"/> Treasurer        | <input type="checkbox"/> LCC Delegate 2 | <input type="checkbox"/> School Board Rep 2 |
| <input checked="" type="checkbox"/> Vice President 2 | <input type="checkbox"/> Secretary                   |   |   |

### PTA Committee & Volunteer Opportunities

There are many ways to be involved at Royalview. If interested in 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](http://www.RoyalviewPTA.org)). **Committees with a (\*) by it means we are in need of volunteer commitments ASAP for next year!**

#### BAKE SALE \*

- Chair/Co-Chair (1)
- Volunteer - Help manage table and sell baked goods.
- Committee (1-2)

#### BOOK FAIR

- Chair/Co-Chair (2)
- Set-Up: set up tables and unpack books in library
- Committee (2-3)
- Student Helpers: help students shop for books according to their grade level
- Clean-Up: repack books/items into boxes and clean up library

#### CARNIVAL\*

- Chair/Co-Chair (2-3)
- Cooks: Volunteers needed for food prep
- Committee (1-2)
- Games: Volunteers are needed to help work the games. 1 hour increments available.
- Game Building/Restoring: Create new games, restore old games, fix broken items
- Kitchen: Serving people, restocking
- Set Up: bring down games from PTA room and set up in classrooms.

#### COMMUNICATIONS\*

- Social Media: PTA Website, Facebook, Twitter, Parent Emails
- Bulletin Boards
- Event Posters
- Community Liaison: reaching out to area businesses/leagues/groups for support.

#### FIELD DAY

- Chair/Co-Chair (1-2)
- Volunteers - help run the stations that the students visit. AM, PM, and all day slots.
- Committee (1-2)

#### FUNDRAISING \*

- Chair/Co-Chair (1-2)
- Fun Run- Prize Patrol, making copies, decorating, attend event, hand out t-shirts, volunteer help
- Committee (3-4)
- Marco's Pizza - Box night help needed. Count/deliver/pick up pizza boxes from teachers
- Winter Fundraiser (to be determined)
- Spring Flower Sales - set up, flyers, coordinate

More on back →

<b>HEALTH/SAFETY PROGRAMS (1-2)</b>	<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 <sup>th</sup> grade students
<b>HOLIDAY CRAFT SHOW *</b>	<input type="checkbox"/> Chair/Co-Chair (1-2) <input type="checkbox"/> Committee (1-2)
<b>LIBRARY</b>	<input type="checkbox"/> Volunteers are needed to help with set-up, vendor check in, raffle table, PTA table, and more <input type="checkbox"/> Volunteers will check books in and out and resshelf books. Help with daily tasks.
<b>MEMBERSHIP *</b>	<input type="checkbox"/> Chair/Co-Chair (1-2) <input type="checkbox"/> Committee (2-3)
<b>MUSIC PROGRAM</b>	<input type="checkbox"/> Help promote PTA membership, help at PTA table at school events, create posters. <input type="checkbox"/> Help music teachers make student crafts, sets, props for student music programs.
<b>ON CALL</b>	<input type="checkbox"/> Volunteer is available any day or time to come in and help
<b>POPCORN</b>	<input type="checkbox"/> Chair/Co-Chair (1-2) <input type="checkbox"/> Volunteers help pop the popcorn, stuff bags, delivery, and clean up. 1x/month.
<b>SKATING PARTY</b>	<input type="checkbox"/> Chair/Co-Chair (1-2) <input type="checkbox"/> Assist at the PTA table and help children fill out tickets for the raffle prizes.
<b>SPIRIT WEAR/HOSPITALITY*</b>	<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"/> Chair/Co-Chair (1-2) <input type="checkbox"/> Committee (1-2) <input type="checkbox"/> Thank You's - write thank you cards from PTA
<b>TEACHER APPRECIATION</b>	<input type="checkbox"/> Chair/Co-Chair (1-2) <input type="checkbox"/> Committee (2-3) <input type="checkbox"/> Coordinate and plan teacher lunch, surprises for teachers, gifts, etc.
<b>TEST READERS</b>	<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:**

<b>Carpentry Needs:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Carnival Games - creating new/fixing old</li> <li><input type="checkbox"/> One School One Book - props, decorations</li> <li><input type="checkbox"/> Playground/Courtyard maintenance</li> <li><input type="checkbox"/> Other _____</li> </ul>	<b>Art Needs:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Carnival Games - painting</li> <li><input type="checkbox"/> One School One Book - props, decorations</li> <li><input type="checkbox"/> Art projects</li> <li><input type="checkbox"/> Paint Nights</li> <li><input type="checkbox"/> Other _____</li> </ul>
<b>Professional Event Speakers/Presentations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sports</li> <li><input type="checkbox"/> Health/Fitness</li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Legal/accounting</li> <li><input type="checkbox"/> Science/engineering/technology</li> <li><input type="checkbox"/> College Saving Plans</li> <li><input type="checkbox"/> Other _____</li> </ul>	<b>Cooking Needs:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Carnival</li> <li><input type="checkbox"/> Teacher Appreciation</li> <li><input type="checkbox"/> PBIS Incentive for students (provide a treat)</li> </ul>
<b>PBIS Program</b> - 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. <ul style="list-style-type: none"> <li><input type="checkbox"/> Hold a special program for students (karate, dance, art, etc)</li> <li><input type="checkbox"/> Provide a special treat</li> <li><input type="checkbox"/> Supply materials for a craft</li> <li><input type="checkbox"/> Other _____</li> </ul>	<b>Other:</b> Is there another way you'd like to help?