

Room Coordinators Needed!

The Montowese PTA is looking for volunteers to be Room Coordinator. The Room Coordinator will be impartially selected among all parents who indicate a willingness and availability to fulfill the responsibilities of the position for each classroom. Room coordinator responsibilities include:

- A class contact list to distribute to the parents/guardians.
- Email class and/or call, as appropriate, to communicate information as it pertains to classroom events.
- Act as a liaison between teacher and room volunteers. (class celebrations/field trips)
- Prior to a scheduled class event/activity notify all parents that Room Volunteers are needed, then select and coordinate volunteers in a rotating schedule.
- Will coordinate a group gift for teacher for the winter holiday and end of year.
- Will coordinate classroom activities (door decorating, mini tokens for teacher/small gift, etc.) to coincide with Teacher Appreciation week.

If Room Coordinator isn't for you, it is still our goal to give each parent/guardian who wishes to do so the opportunity to assist the class throughout the school year. Whether it is chaperoning a field trip (Grade 1 and up), helping with a project, or supplying goods for a party, there is always an opportunity to be involved.

Please feel free to contact me with any questions,

Krista Krachenfels (Room Coordinator Chair)

Kristak120@aol.com

Please complete and return this form if you would like to be a ROOM COORDINATOR for your child's classroom NO LATER than **FRIDAY, SEPT. 21st**, in an envelope marked "PTA Room Coordinator"

Name of Parent/Guardian: _____

Child's Name: _____

Email (please print clearly): _____

Grade: _____ **Room #:** _____ **Teacher:** _____