



Franklin Academy PTO Room Parent Program Information

Volunteers are needed to make Franklin Academy Boynton Beach an even better place for staff & students. The Room Parent Program encourages participation and collaboration of all the parents in a classroom. Room Parent Volunteers share talents, resources & skills to support the students, classroom & staff.

ROOM PARENT

Each elementary classroom will have at least 1 Room Parent. An effective Franklin Academy PTO Room Parent will...

- Be **tuned in** and proactively **communicate** with their class teacher, their class families, and the Franklin Academy PTO to stay current on class needs and school news.
- Be **organized** and **available** to dedicate a few hours per week to their Room Parent responsibilities.
- Regularly **check email** and respond to families, faculty and Franklin Academy PTO Board members in a timely fashion (expectation within 24 hours).
- Maintain a **current Franklin Academy Family Contact List**, to include the teacher's name, and contact information for all parents in the classroom, including email and phone.
- Be comfortable "**reminding**" and encouraging **parents** to contribute their time and resources for classroom needs.
- **Elicit support** from other class parents, e.g., organizing classroom events/parties, etc.
- **Lead parents by example**, i.e., satisfying family volunteer hour commitments; adhering to school policies & initiatives; always remaining positive, energetic, engaged, approachable and staying focused on uniting students, parents, and faculty/administration.
- **Must be a PTO Member**

ROOM PARENT GRADE LIAISON

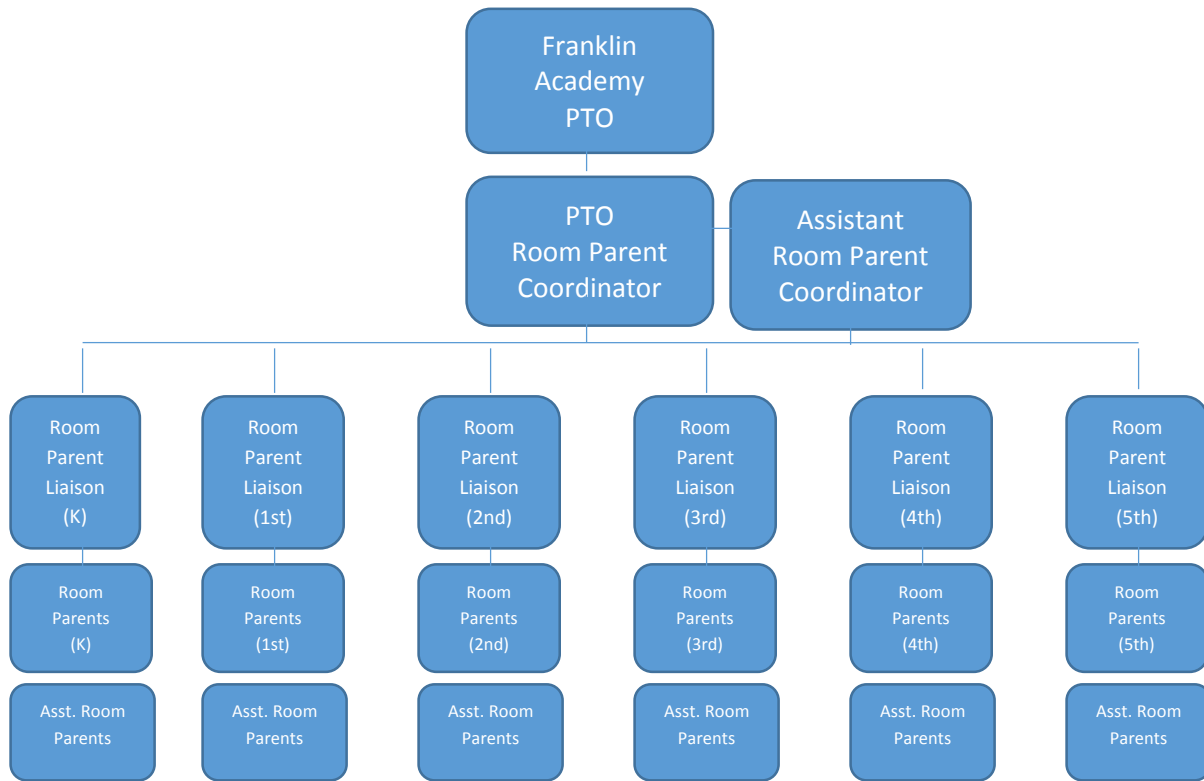
Each grade will be assigned 1 Room Parent Liaison. An effective *Franklin Academy PTO Room Parent Grade Liaison* will...

- Be **tuned in** and proactively **communicate** with their grade level room parents and the PTO Volunteer Coordinator.
- Be **organized** and **available** to dedicate a few hours per week to their RP Liaison responsibilities.
- Regularly **check email** and respond to room parents, faculty and Franklin Academy PTO Board members in a timely fashion (expectation within 24 hours).
- Maintain a **current Room Parent/Teacher roster**.
- Be comfortable "**reminding**" and **supporting** room parents in their Room Parent role.
- "**Meet**" monthly with PTO Room Parent Coordinator & Assistant Room Parent Coordinator
- "**Meet**" monthly with room parents to share PTO/school news.
- **Lead** room parents **by example**, i.e., satisfying family volunteer hour commitments; adhering to school policies & initiatives; always remaining positive, energetic, engaged, approachable and staying focused on uniting students, parents, and faculty/administration.
- **Must be a PTO Member**

NOTE: This volunteer role can often be performed in the evenings/weekends & over the phone or by email.

Additional volunteer roles: An effective *Franklin Academy PTO Assistant Room Parent* will...

Assist Room Parent with above listed classroom activities and be a PTO Member



As a Room Parent volunteer, with the ongoing support of the Room Parent Coordinator, Assistant Coordinator and the PTO leadership team, you will contribute directly to the success of Franklin Academy of Boynton Beach every single day.

Also, Room Parent volunteer duties will likely satisfy (or exceed!) your required family volunteer hours.

If you are interested in serving in your child's classroom in one of these roles, please fill out the following form and return it to school by **Friday, August 19, 2016**.

If you have questions, please contact PTO Room Parent Coordinator, Chim Stewart, at mysian@yahoo.com.

Warmest regards,
Franklin Academy Boynton Beach PTO

Lisa Eimer

Elementary Room Parent Application



- Room Parent responsibilities include:**
- Communicating with teacher and classroom parents
 - Helping parents stay informed and connected with their child's classroom
 - Delegating tasks to other parents who wish to volunteer
 - Completing the Room Parent Program Orientation
 - Attending Room Parent monthly meetings with Room Parent Liaison.
- Responsibilities may also include:**
- Managing the planning and implementation of classroom parties.
 - Celebrating the classroom teacher's birthday.

If you are interested in serving in your child's classroom, please fill out this form and return it to school by
Friday, August 19, 2016

***If you are volunteering for more than one classroom, please turn in **ONE FORM PER CLASSROOM.**

Thank you for helping to make this a great year for the children, teachers, and staff at FABB!

Parent's Name: _____

Email Address: _____

Cell Phone Number: _____

Alternate Contact Information: _____

Grade	Teacher's Name	Classroom Number	Child's Name

Check all that apply

_____ I would be willing to serve as a Room Parent Lead

_____ I would be willing to serve as a Room Parent Assistant

_____ I would be willing to serve as a Room Parent Grade Liaison

Teachers: Please place returned forms in the PTO mailbox. Leave any comments below.

Room Parent Program Sub-committee assignment

Room Parent Lead Room Parent Assistant Room Parent Liaison

PTO Member