



# Gator Run Elementary Room Parent Guidelines- E-Learning Edition

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Welcome to the 2020-2021 school year!  
Thank you for volunteering to be a Room Parent!

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## *You're the Room Parent - what to do first?*

- 1) **Speak with/email your teacher *as soon as possible!*** She/he will explain how you can help. Be sure to ask about key dates/events. Ask about ways to help virtually.
- 2) **Send an intro letter to the parents in your class.** You can find the pre-approved introduction letter at [www.GatorRunPTA.com/roomparents](http://www.GatorRunPTA.com/roomparents). Our administration has approved all of these documents - NO changes please!
- 3) **Mark your calendar with your teacher's birthday.** The collection form for teacher's birthdays can be found at [www.GatorRunPTA.com/roomparents](http://www.GatorRunPTA.com/roomparents)
- 4) **Find a Class Photographer** - either you or a volunteer will be asked to upload 5 pictures from each event for the yearbook.

## COMMUNICATION

- Email is the approved form of communication. Keep in touch with your teacher regarding any email changes in your class. If your class has a What'sApp, it is **NOT** a school-board approved form of communication and **SHOULD NOT** be used as the Room Parent's primary form of communication. Many parent opt out of the 'class chats' and would then be left out of receiving important information.
  - Teachers must be copied on all emails sent to the class.
  - No class directories - this is for the safety and privacy of our students.
  - Parent emails can **ONLY** be used to distribute Gator Run information. Please inform us if the email system is being used for information not related to Gator Run.
  - All forms/letters can be found at [www.GatorRunPTA.com/roomparents](http://www.GatorRunPTA.com/roomparents). These have been approved by our administration - NO changes to the forms please.
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# GRE Room Parent Guidelines- E-Learning Edition Celebrations

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## *Important Notes:*

- There are the **ONLY 3** occasions you can ask for monetary donations from your class: Teacher/Teacher Aide birthday, Winter Celebration, End of Year celebration
- For each occasion, you will send the approved letter to the parents a few weeks before the party. These letters can be found at [www.GatorRunPTA.com/roomparents](http://www.GatorRunPTA.com/roomparents). These have been approved by our administration - NO changes please.
- You will collect the voluntary donations digitally. We suggest using Zelle, Venmo, CashApp, Paypal, but also Signup Genius has added a money collection feature if you'd like to explore that.
- You will send the teacher/teacher aide a e-gift card. We recommend you send the teachers survey to find a store of their liking or ask the teacher directly.
- After sending the e-gift card, we are asking you to complete the Birthday Gift form at [www.GatorRunPTA.com/roomparents](http://www.GatorRunPTA.com/roomparents)
- **As of now- in person celebrations are on hold. You cannot ask for the teachers address to deliver items or hold a drive-by parade.**

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## VOLUNTEERING

- We don't really know what volunteering will look like this year with the COVID situation, so we thank you for your flexibility.
- In case we are eventually allowed to have on campus volunteers- you may want to go ahead and make sure you get your clearance. All volunteers are required to complete the Broward County Public School Volunteer Application at: [www.browardschools.com/getinvolved](http://www.browardschools.com/getinvolved)
- Since most of your volunteer hours this year will be Off-Site. Please keep track of those hours and they will be collected periodically. The form can be found at <http://www.gatorrunpta.com/roomparents>
- Volunteers **MUST** follow the protocols for all safety (code red, fire, etc.) drills

**Please Reach Out With Questions Or Concerns**  
Erin Monaghan [Erin\\_Monaghan@hotmail.com](mailto:Erin_Monaghan@hotmail.com)



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## Room Parent Guidelines – Helpful Hints!

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- ❖ Schedule any meetings you have with teachers in advance. Do not pop-in during teaching time. All the teachers very much appreciate your time and effort and they look forward to working with you.
- ❖ **Communication is crucial to the success of the Room Parent.** Keep in contact with your teacher and let him/her know you are available. There may be things the teacher will call on you to help with, or he/she may need you to make requests for donations for class projects.
- ❖ You shouldn't do or provide everything yourself. It is very important that you give other parents an opportunity to be involved. It is vital that no parent feels left out of an opportunity to benefit the classroom.
- ❖ The names, telephone numbers and email addresses of your parents are strictly confidential. They are to be used only for the Room Parent Program.
- ❖ Please remember that when working with students all information pertaining to those students is confidential and not to be discussed outside of the classroom. Also, when volunteering please silence your cell phones and refrain from talking on cell phones and texting while in the classroom.
- ❖ If you, for any reason, become unable to fulfill your obligations as Room Parent, please let me know as soon as possible. It is encouraged that Room Parents stay informed by going to the PTA General Meetings and by checking our website at [www.GatorRunPTA.com](http://www.GatorRunPTA.com)

We are here to help and want to do whatever we can to make this a positive experience for you, the children in your classroom and your teacher. Please feel free to reach out with any questions and/or concerns.

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Connect with us on social media @gatorrunpta  
and visit our website: [www.gatorrunpta.com](http://www.gatorrunpta.com)