



Dear Parents:

We would like to take this opportunity to introduce ourselves as the Room Parent for _____'s _____ grade class for the 2023-2024 school year.

As Room Parents, we will serve as your primary contact/teacher liaison with respect to classroom events and activities which require classroom volunteers (i.e. holiday party, end of year party, teacher birthday, teacher gifts, school-wide events such as Field Day and Teacher Appreciation, etc.)

A couple of notes from our administration:

- All class communication from the Room Parent **must** be provided via **email**. For the safety and privacy of our students, class directories are not permitted.
- We can **ONLY** collect money on three occasions (winter celebration, end of year celebration, teacher/aid b-day).

Volunteer Information:

1. **You must have a STAR badge** to volunteer at Gator Run. All volunteers must register for the 2023-2024 school year at www.browardschools.com/volunteer. These volunteers will be automatically screened for the new school year and approved volunteers will receive a confirmation email.
2. **Please visit GatorRunPTA.com** it is a great resource to find information and dates for upcoming events, purchase items like your required class shirt, spirit gear, and more.
3. Please make sure to **record all your off-site volunteer hours** (preparing or shopping for a classroom party or school event, work at home for the teacher on a classroom project, etc.). You can now enter your own offsite hours in the Raptor portal. Instructions for doing this can be found at <https://gatorrunpta.com/volunteer/>

Please feel free to call us with any questions you may have.

Sincerely,

Room Parent: _____

Phone: _____ Email: _____

Co-Room Parent: _____

Phone: _____ Email: _____