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## ***Gator Run Elementary Room Parent Guidelines***

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***Welcome to the 2024-2025 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.
- 2) **Send the introduction 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)  
**There will be NO teacher or student birthday parties.**

### **COMMUNICATION**

- Email is the approved form of communication. Keep in touch with your teacher regarding any email changes in your class. Emails can ONLY be used to distribute Gator Run information.
- Teachers must be copied on all emails sent to the class.
- If your teacher chooses to provide you with a class email list, he/she should first send an email to all the parents asking for their permission for their contact info to be shared with the room parent. Then you MUST BCC the parents when you send the emails so that the addresses are not visible. If your teacher does not provide you with an email list, you will send your emails to the teacher and ask him/her to forward them to the class.
- No class directories – this is for the safety and privacy of our students.
- 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 parents opt out of the 'class chats' and would then be left out of receiving important information.

- 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.
- Class photos - Either you or another volunteer will be asked to upload 5 pictures from each event for the yearbook. Please ask your teacher if there are any students that are NOT allowed to be photographed or filmed. In addition, please do not post pictures of the class on your personal social media.

### **CELEBRATIONS**

- **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. 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.
- Please keep track of how much you collect- it IS optional so not every parent may contribute.
- The total of all money collected must go directly to the teacher in the form of cash, digital money transfer or gift card of the teacher's choice.
- Treats: Any food brought into the classroom for any occasion MUST be store bought. Nothing may be prepared at home.
- **There will be NO teacher or student birthday parties.**

### **VOLUNTEERING**

- All volunteers are required to complete the Broward County Public School Volunteer Application ([www.browardschools.com/getinvolved](http://www.browardschools.com/getinvolved)) and receive notification of approval.
- Please keep track of your volunteer hours including time spent working at home. You will enter your offsite hours into the Raptor Volunteer system.
- Volunteers **MUST** follow the protocols for all safety (codes, fire, etc.) drills
- You may be asked to create signups for Volunteers in the classroom. We recommend you use Signupgenius.com, which is a user- friendly site to set up dates and times and organize your volunteers.

- Please discuss with your teacher how they would like to choose volunteers for on campus activities. It is important that everyone who wishes to volunteer be given a chance. For example, some teachers will let the kids draw names out of a hat if there are multiple inquiries to volunteer at any given event. Check with your teacher to see what they prefer. Please keep in mind that this means being the room parent does NOT guarantee that you will be present for every event.

### **HELPFUL HINTS**

- 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 Room Parent communication.
- 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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