

## J. HAROLD VAN ZANT PTO ROOM REPRESENTATIVES FOR 2013-2014

Being a Room Representative is one of the most sought after positions in the Van Zant PTO. It allows you to interact with your child's classroom and teacher.

As a Room Representative you will help the teacher with activities such as:

- 1) Planning and attending parties per the teacher instruction
- 2) Calling classroom parent volunteers to help with special events
- 3) Utilize the classroom telephone chain to contact parents for such matters as school closings, weather related closings or other emergencies
- 4) Availability during school hours for certain events
- 5) Obtain parent email addresses for class PTO records
- 6) Attend monthly PTO meetings (one Room Representative per grade level should attend)
- 7) One Room Representative per grade level should volunteer to organize grade level baskets for the annual Fun Fair

If you are chosen as Room Representative, you must make alternate child care arrangements for any siblings, while you are attending school events that involve your responsibilities. Please understand that this is for the safety of all involved.

In order to give all parents the opportunity to serve as Room Representative, you may only make one request for one classroom/child/teacher per year. As this is a PTO position you must be a **PAID MEMBER** of the organization. You cannot be considered for a Room Representative position if your dues are not paid by **Friday, September 27<sup>th</sup>**. Please submit the bottom portion of this form with your dues.

Thank you for your dedication to our school.

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## ROOM REPRESENTATIVES FOR 2013-2014

Parent name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent email: \_\_\_\_\_

Child's name: \_\_\_\_\_

Teacher: \_\_\_\_\_

- Please indicate AM or PM for Kindergarten

\_\_\_ YES - I've read the requirements and understand the responsibilities and would like to be Room Representative for my child's class.

If you were Room Representative last year please indicate child & teacher:

\_\_\_\_\_

\_\_\_ NO - I am not able to be a Room Representative but would like to volunteer for:

\_\_\_ Baking for parties/events and sending in items needed

\_\_\_ Coordinating or attending classroom parties/events

\_\_\_ Chaperoning a classroom trip