

Mary of Nazareth  
**ROOM PARENT**  
2019-2020 Responsibilities

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## ROOM PARENT COORDINATOR

Thank you for giving of your time and energy to help make Mary of Nazareth the best it can be. Please feel free to contact me with questions, comments or concerns regarding your role as Room Parent. The best way to reach me is via email, as stated below:

Julie O'Brien

Cell: 630-564-4854

Email: [jobrien.hsa@gmail.com](mailto:jobrien.hsa@gmail.com)

Please forward any Room Parent mail and all Requests for Reimbursement from the Class Budget to: **Room Parent Coordinators via the Front Office.** Alternatively, you can email me the form and receipts.

I will be picking up the mail once per week, generally Fridays. Please **DO NOT** put reimbursement requests in backpack mail. If you need an expedited reimbursement, please contact me.

## TEACHER LIAISON

The most important responsibility for a Room Parent (RP) is to assist the teacher with extra-curricular activities within the classroom. The RP is the liaison between the teacher & classroom parents and assists in the assurance that all classroom activities have the necessary volunteers and materials.

- **Meet with teacher by October 5th** if possible and establish teacher expectations for class parties\* & extra activities.\*\* Meet with teacher as necessary to keep abreast of the classroom needs.

\* Class parties may include: Halloween, Thanksgiving, Christmas, Valentines, St. Patrick's, 100<sup>th</sup> day of school, Year end, etc.

\*\* Extra Activities may include: Scholastic Book orders, Field Trip collections, Spirit Day, Middle School Fundraising, etc.

- Class Email lists are will be forwarded to you.
- Send an email/letter to classroom parents introducing yourself (and other room parents) and provide all necessary contact information. Establish how all future communications will be handled.
- Be timely and responsive to all requests.
- Send out periodic updates to parents letting them know of upcoming activities and/or parties.
- If there is more than one Room Parent per class, assign a Head Room Parent (RP) to the team. This Head RP should be the main contact person for the teacher and budget coordinator. (See more on Head RP and budget under CLASS BUDGET)
- Develop a "GO TO" team. As a Room Parent, you can't be everywhere at all times. We encourage you to find a core group of helpers to assist you when you are unable to go to the store for supplies or be in the classroom.

## CLASS BUDGET

The Room Parent is responsible for outlining extracurricular class expenses for the school year with the guidance of the teacher at the beginning of the school year. If there is more than one Room Parent, the assigned Head Room Parent should handle all budget matters. The Teacher has his/her own budget for curriculum related expenses.

The source of funds for the class comes entirely from the Class Activity Fee (CAF) that is collected at the beginning of the school year. These funds collected determine the Class Budget. Any leftover funds from the class budget will be rolled into the 8<sup>th</sup> grade trip funds.

### Class Activity Fee

Each Room Parent is responsible for gathering the \$20 Class Activity Fee (CAF) from each student. This one-time fee is to cover classroom expenses rather than soliciting and gathering contributions for each and every class event.

The Class Activity Fee should cover all craft, snacks/drinks, service projects and special event supplies for the school year, as well as the class Benefit Auction donation. The type and number of parties and activities will vary per class. The Benefit Auction donation and Spirit Day expenses should be consistent among all grades.

The Class Activity Fee does not include Teacher's gifts or Baked/Home-cooked Goods. H.S.A. Hospitality events that are Class Sponsored will require baked/home-cooked goods and volunteer time.

### Collecting the Class Activity Fee (CAF)

- Email/Letter  
An email should be sent to the class parents outlining the purpose of the CAF and a rough outline of how funds will be spent for your class after meeting with the teacher but no later than **Oct 5th**.

- Instructions
  - All payments should be made in the form of a check payable to **Mary of Nazareth HSA with Class Activity Fee (CAF) noted on the bottom (NO CASH)**.
  - Classroom checks should be turned into the Front Office with CAF written on the front.
  - A sample letter has been included for your use.
- Deadline
 

The deadline for collection of all Class Activity Fees is **Friday, Oct. 26<sup>th</sup>**.
- Reminder Email
 

Send out a reminder email around 2 days before deadline.
- Report of Participation
 

A list of available funds can be provided upon request. We will send out a confidential spreadsheet after the October 26<sup>th</sup> deadline.

### Creating a Class Budget

Total Class Budget = total Class Activity Fees collected from families.

Please use the attached Class Budget Worksheet as a guideline in your budget preparations.

#### Budget Tips:

- Party - include cost of purchase for all treats, drinks, paper goods, craft supplies, etc. (approx. \$50/party)
- Teacher Breakfast - each class will be reimbursed up to \$85 to purchase supplies for the breakfast directly from H.S.A.. All additional funds come out of the Class Budget. Try as much as possible to rely on parent donations.
- 4<sup>th</sup> Grade November Luncheon will be given \$300 to cater lunch. NO additional budget needed.
- Benefit Auction Donation: 30% of Class Budget.
- NOTE: Only items for teacher breakfasts & volunteer time should be solicited from parents. All other items should be purchased from Class Budget. You should NOT solicit parents for money towards any classroom activities without first consulting with the Room Parent Coordinator.

## Budget Use and Reimbursement

- One Room Parent manages budget.  
If have multiple Room Parents, all expenses must be approved by Head Room Parent.  
**TIP:** if Head RP doesn't like to shop or doesn't have time, assign one person with shopping list & budget. Shopper should then report back exact amount spent to Head RP in order to keep a balanced budget.
- Distribution of Funds Request form
  - All budget purchases should be reimbursed using this form.
  - Obtain form from MoN website under H.S.A., Treasurer's Corner
  - Please include all receipts.
  - Reimbursement to individuals may not exceed \$250.00 - No exceptions.** Individual expenses over \$250 will be paid by check directly to the vendor.
  - Return completed form with receipts via the Front Office in an envelope labeled:  
  
K-8 Room Parent Coordinator - Front Office
- Reimbursement Deadline  
Receipts must be turned in within two weeks after the event.
- Filling out the Reimbursement Form
  - Clearly state: Which room funds are being withdrawn from, Reason for request, Amount of request, Person funds to be sent to.
  - If splitting the cost with another room, note which classes splitting and how much comes from each budget.
  - Attach all necessary receipts.
- **NOTE: DO NOT send reimbursement receipts to Treasurer. All Room Parent reimbursements must come thru Room Parent Coordinator for approval.** Forms will be checked for accuracy and forwarded to the Treasurer for payment. Checks will be sent to you via the method indicated on the form. **The Room Parent Coordinators will be helping to keep track of your budget this year, so it is important to include us on all correspondence in order for us to provide the most up to date estimates.**
- **Don't Eat Expenses.** Please submit your receipts. HSA raises funds for a reason. We expect to reimburse reasonable, budgeted expenses. Budgets are set on the prior years' expenses. If unreported, the actual amount needed will be underestimated.
- Turn in donations. In the event a parent donates items for parties (such as donates the craft for the children for Halloween), please still submit the receipts, saying no reimbursement is required. This way we are able to best track spending needs.

- **SPEND YOUR CLASS BUDGET!** Although you need to be mindful of how money is spent, we do not want families eating the cost of parties or with too much money left over at the end of the year.

## CLASS ACTIVITIES/PARTIES

It is the Room Parent's responsibility to coordinate all special activities and parties with the teacher within class budget.

- Purchase all necessary food and supplies for event & get reimbursed from Class Budget following Reimbursement Guidelines. If more than one Room Parent, Head RP should approve all purchases prior and amount spent should be recorded back to budget. Also, teachers should send receipts to the RP for submission of reimbursement so the RP can balance the Class Budget.
- **NOTE: Please be mindful of how you are spending the Class Budget. Try not to be frivolous. Please NO goody bags or Gift Cards.**
- Coordinate volunteer time needed & send out reminder emails/notes to all volunteers prior to the event. I highly recommend using sign up genius to do so.
- **Benefit Auction Donation**  
The Room Parent is responsible for coordinating the purchase of a donation to the school's Annual Benefit Auction from the class. The Development Office will send out a request for the items prior to the event. Your class budget should cover the cost of this item (approximately 30%). If items are donated, you must still spend the 30% of your classroom budget towards the gift. So, for example, if you get an iPod donation, then you must buy 30% worth of your budget for accompanying gifts.
- **Spirit Day & other special events**  
Each year special events take place at the school, such as Spirit Day. Please set aside a portion of your Class Budget for Spirit Day and other possible events. The teacher will update you on what events your class will participate in.
- **Other**  
Your teacher may ask to you assist with other activities/events such as Field Trips, Fundraising Coordination (middle school), Scholastic Books, etc. Please assist your teacher as much as possible, by either assisting yourself or finding a volunteer parent.

**NOTE:** Only requests for **FOOD ITEMS & VOLUNTEER TIME** should be requested from parents. All other expenses should be able to come out of the Class Budget. If for some reason donations will be needed for an "extra" event or your Budget will not satisfy expenses, please contact the room parent coordinator.

## CLASS SPONSORED EVENTS

Each class is assigned one or two “Special Events” to coordinate and/or assist the Hospitality Committee with during the school year.

### Teacher’s Breakfast

A Class sponsors a Teacher Breakfast on:

Oct. 16th - 2<sup>nd</sup> grade

Jan. 29<sup>th</sup> - 5<sup>th</sup> grade

March 31<sup>st</sup> - Kindergarten

Sponsoring includes coordinating volunteers for set-up and clean-up, providing food and drinks (fruit, breakfast meats, egg casseroles, bagels, and baked goods) and paper supplies. Each class will be reimbursed up to \$85 out of the H.S.A budget for this event. All additional expenses above \$85 will come out of the Class Budget. **The Teachers truly appreciate and look forward to this special breakfast each month.**

- **Food**  
It has been suggested to put together a nice, simple breakfast for the teachers and staff (fruit, breakfast meats, egg casseroles, bagels, home-baked breads, muffins, etc.). Whole fruit is preferable to cut. Think of dry goods items such as instant oatmeal or cream of wheat. Be creative and include items you think would be appreciated. The Teacher’s Lounge now has a Keurig coffee maker so refills would be appreciated. Please feel free to get creative (add a Thank You sign from the class, flowers, etc.) Remember all food should be small portions that are easy for teachers to Grab-n-Go. There are approximately 40 people on staff and you need to supply serving utensils as well (plates, napkins, cups, etc.) If you need suggestions or ideas, please feel free to contact the RP coordinators or anyone on the Hospitality committee. Please use the sign up genius web site in order to solicit and keep track of any sign ups for the classroom.
- **Location**  
The food should be split between the two teacher’s lounges: one in the Middle School Wing and the other next to the Nurse’s Office.
- **Time**  
All food must be set-up in the teacher’s lounges by 7:40 am and may be cleaned up after lunch or before carpool at the end of the day.
- **Volunteers**  
Coordinate one or two volunteers for set-up and clean-up.
- **Supplies and Set-up/Clean-up**  
Additional supplies such as table clothes, vases, food trays can be found in the Hospitality storage closet in the kitchen. The lounges should be



cleaned up and all items used should be cleaned and returned to the Hospitality storage closet by the end of the school day.

### November Parent/Teacher Conference Luncheon

The 4<sup>th</sup> grade class sponsors a luncheon for the staff on Nov. 14<sup>th</sup>.

Sponsoring includes coordinating volunteers for set-up and clean-up, providing food and drinks (baked dessert items) and paper supplies. 4<sup>th</sup> grade will be reimbursed up to \$300 out of the H.S.A budget to cater this event.

- **Food**  
You may cater this event from suggested places: Panera, Jersey Mikes, etc. Desserts can be home-baked and donated or store bought. There are approximately 40 people on staff and you need to supply serving utensils as well (plates, napkins, cups, etc.) If you need suggestions or ideas, please feel free to contact the RP coordinators or anyone on the Hospitality committee.
- **Location**  
The food should be split between the two teacher's lounges: one in the Middle School Wing and the other next to the Nurse's Office.
- **Time**  
All food must be set-up in the teacher's lounges by 12:00p and may be cleaned up by 3:00pm.
- **Volunteers**  
Coordinate one or two volunteers for set-up and clean-up.
- **Supplies and Set-up/Clean-up**  
Additional supplies such as table clothes, vases, food trays can be found in the Hospitality storage closet in the kitchen. The lounges should be cleaned up and all items used should be cleaned and returned to the Hospitality storage closet by the end of the school day.

### **Hospitality Events**

Assist Hospitality Committee with coordinating volunteers & baked goods or home-cooked items for designated date.

These include Kindergarten Graduation (1<sup>st</sup> Grade), First Communion (3<sup>rd</sup> Grade), May Crowning Luncheon (6<sup>th</sup> Grade) & 8<sup>th</sup> Grade Graduation Reception (7<sup>th</sup> Grade).

Please contact Hospitality directly to coordinate the number of volunteers and items needed. Hospitality will take the lead on these events and the RP should be available for assistance.

## OTHER

Your teacher may come to you for assistance in a variety of areas. Please have an open discussion with your teacher about your interest and ability to assist the classroom in areas other than parties/events.

### Class Communication

- Although not necessary, an email update after a class party or event that includes a brief description of what happened in the class is greatly appreciated by parents who can make it to the school for the event. A picture or two is also a nice touch.

### Teacher Gift

- If you would like....you may coordinate gathering funds for a year end teacher gift. All gifts should be on a strictly VOLUNTARY basis.
- HSA provides a very nice Christmas gift for all teachers on behalf of all families. This comes from a portion of everyone's HSA family dues.
- RPs in grades 4-8<sup>th</sup> need to be mindful of multiple teachers in these grades. Middle school children may spend minimal time in their Home Room.
- Any donations received directly to a room parent or other coordinator must have an email reply to the family thanking them for their gift and specifying the amount they have given. You must also cc: your co-room parents and/or one of the room parent coordinators to provide documentation.

### Volunteer Time

- You may be asked to coordinate parent volunteers from your class for various school-wide or individual class events as needed. Please use the sign up genius web site in order to do this.

### Going Green

- Please refer to the MoN website for information about the school's Going Green initiative. [www.maryofnazareth.org/HSA/GoingGreen](http://www.maryofnazareth.org/HSA/GoingGreen)

## Class Sponsored Event Schedule

K-1 and K-2	April Teacher's Breakfast
1-1 and 1-2	K Graduation
2-1 and 2-2	October Teacher's Breakfast
3-1 and 3-2	Communion Celebration
4-1 and 4-2	Nov Teacher Conf. Luncheon
5-1 and 5-2	Feb. Teacher's Breakfast
6-1 and 6-2	May Crowning
7-1 and 7-2	8 <sup>th</sup> Grade Graduation

\*Teacher's Breakfasts will be coordinated by Room Parent and reimbursed up to \$85 from H.S.A. funds

\*\*November Parent/Teacher Conference Luncheon will be reimbursed \$300 from H.S.A. funds.

\*\*\* Grades assigned to Hospitality events will be responsible for baked goods and volunteers on the day of the event.

Room Parent  
TOP 4 Things to Do Now

1. Contact your teacher and set up a time to meet to discuss plans for the school year and decide how funds will be spent within the Class Budget.  
(Try to meet by Oct 1st )
2. Email your class to introduce yourself and provide contact information. (Email contact lists will be emailed to you separately.)
3. Check the enclosed chart of Class Sponsored Events to see which your class is responsible for and plan accordingly.
4. Send out request for the Class Activity Fee.  
(All CAFs are due by October 25th)



# SAMPLE

RE: 4-1 Room Parent Introduction

Hello everyone,

My name is Shannon Merkle (Zachary's Mom). Lisa Payne-Abreu (Juanci's Mom) and I have volunteered to be the room parents for Mrs. Magidson's class this year. We will be meeting with Mrs. Magidson soon to discuss upcoming events in 4-1.

We will once again be collecting a Class Activity Fee instead of soliciting for each and every party and/or event. We hope that this will make for smoother planning for our classroom. Of course, there will be many opportunities to volunteer in the classroom and we would like to see all families get the chance to help out.

More information and a request for the Class Activity Fee will be sent out soon. Please feel free to contact either of us if you have any questions. We are looking forward to a terrific year in 4-1.

Thank you!

Shannon  
[smerkle@gmail.com](mailto:smerkle@gmail.com)

Lisa  
[lpayne-abreu@verizon.net](mailto:lpayne-abreu@verizon.net)

# SAMPLE

RE: Class Number Room Parent Introduction / CAF

Hello Families,

My name is Shannon Merkle (Zachary's Mom). Lisa Payne-Abreu (Juanci's Mom) and I have volunteered to be the room parents for Mrs. Magidson's class this year. We will be meeting with Mrs. Magidson soon to discuss upcoming events in 4-1.

Each Class will once again be collecting a Class Activity Fee instead of soliciting for each and every party and/or event. We hope that this will make for smoother planning for our classroom. Of course, there will be many opportunities to volunteer in the classroom and we would like to see all families get the chance to help out.

This year the activity fee will be \$20.00 and will cover all craft, snacks/drinks and event supplies for the school year. This includes our Halloween, Christmas, and St. Valentine's Day parties, Spirit Day, Class Sponsored Event and class Auction donation. We will continue to ask for homemade baked goods for the Class Sponsored Events, since they add a special, personalized touch to the occasion.

The CAF is different from the \$25/family HSA dues. This year you may have already paid your CAF for each child at the Open House or Back to School night, if so, thank you. If you are unsure if you have paid your CAF yet, we can let you know.

If you have not yet paid your CAF, please only send checks. Kindly make your checks out to Mary of Nazareth H.S.A. and note our class, 4-1, your child's name and CAF on your check. (NOTE: if you have more than one child in the school, please send an individual check for each student). Kindly forward your class activity fee to the FRONT OFFICE with CAF on envelope by October 25th.

We hope that this program will make for greater convenience for our classroom. If you have any questions, please email me at your email address and/or phone

Please feel free to contact either of us if you have any questions. We are looking forward to a terrific year.

Thank you for your support and participation!

Shannon & Lisa  
[smerkle@gmail.com](mailto:smerkle@gmail.com) / [lpayne-abreu@verizon.net](mailto:lpayne-abreu@verizon.net)



## SAMPLE

RE: 4-1 REMINDER - Class Activity Fee

Dear 4-1 Families,

Just a reminder, the Class Activity Fee of \$20 is due October 25th . Thank you to all the families who have already forwarded payments.

Please make checks out to Mary of Nazareth H.S.A. and note our class, 4-1, your child's name\_and Class Activity Fee (CAF) on your check. Kindly forward your payment to: the FRONT OFFICE c/o CAF by Friday, October 25th.

As always, feel free to contact me with any questions or concerns. Thank you for your support.

Shannon & Lisa

## SERVICE PROJECT IDEAS

Following is a list of Service Project ideas to get your creative juices flowing on ways to give back to the community. The possibilities are endless. We encourage you to find creative ideas from your class, parish and community. You may also contact the Social Concerns Chair for ideas. All projects should be approved with your class teacher and from charity site before action is taken.

- Food Pantry - bring in a canned good for a Food Pantry.
- Nursing Home - make holiday or birthday cards, good wishes garland, make advent calendars with good wishes, make/decorate placemats, make ornaments for a Christmas tree
- Fire Department - make holiday cards, good wishes garland, fruit basket (everyone brings in an apple or piece of fresh fruit), make ornaments for a Christmas tree
- Homeless Shelter - create a fruit basket, good wishes garland, book collection, make fleece tie blankets
- Animal Shelter - make homemade dog biscuits
- Church - ask for ideas from parish office, make ornaments for a Christmas tree, sponsor a family in need,
- Children's Hospital - create fun kits, good wishes garland, make cards
- Women's Shelter - make ornaments for a Christmas tree, book collection, vanity kits, make cards, make fruit basket
- School - pick up trash, weed the KFC, plant flowers, create Halloween safety kits for younger kids, make thank you cards for teacher appreciation, create recycling posters to raise awareness in school

**\*\*Please check with the Charity Site for approval first\*\***