



ROOM PARENT VOLUNTEER APPLICATION 2023-24

Please carefully review the information below and return this fully completed form to Chaparralpfc@gmail.com by 9:00 am, Wednesday, August 23, 2023.

No late or incomplete applications will be accepted.

Room Parent Responsibilities

- Serve as the primary liaison between the teacher, class parents, and the PFC.
- Attend monthly PFC meetings, when possible, to stay up to date on PFC and school news.
- Work closely with an assigned co-room parent throughout the year, dividing tasks equitably.
- Help facilitate the organization of any necessary specialist volunteers (may include Library, Art, etc.) or appoint a parent to organize these volunteers.
- May be asked to help at (or to find parent volunteers for) special PFC, grade-level, or classroom events throughout the year during school hours.
- May be asked by teacher to plan/execute classroom holiday celebrations throughout the year (including food, activities, supplies, and volunteers) such as at Halloween and in December. Or may simply be asked to create sign-ups for needed supplies (grades K-4; 5th grade parties are planned by 5th grade coordinators).
- During Staff Appreciation Week (May 6-10, 2024), you may be asked to help or organize volunteers to help with special gifts for teachers and staff.
- Plan and execute an end-of-year celebration in class during the last week of school (grades K-4).
- Coordinate Traffic Duty volunteers for two weeks per school year. One room parent must personally supervise Traffic Duty each day that your class is assigned (Mon-Fri; 7:30 am-8 am).
- **Information, reminders, and support will be provided all year!**

Please note: Final Room Parent assignments are approved by the principal/staff.

All Room Parents must attend a MANDATORY Room Parent Meeting on Monday, August 28th at 8:15am on Zoom.

I have read all the information above and can meet all the responsibilities listed. I would like to be considered for a Room Parent position.

Parent's Name:

Child's Name and Grade:

Email and Phone:

If you have more than one child and are willing to serve in either child's class, please fill out a form for each child. Please provide any additional notes (if necessary). Thank you!