

Event/Program Name	Class Parent
When	Year round
Where	Meadow Drive School
Typical Budget	----
Estimate # of class parents	2 per classroom
Class Parent Coordinator	Kathleen Gentile
Vendor Contact	meadowdrcpc@gmail.com

Class Parent Responsibilities

The Basics:

- Be a current member of the PTA.
- Attend PTA Meetings.
- Read correspondences from PTA Board and Committee Chairs on a timely basis.
- Share information as requested with parents. *Special Note: This form of communication is critical to promoting PTA/school news and information. A parent is much more likely to respond to “Kayla’s mom” or “Derek’s mom” than just some person from the school they’ve never met.*
- Attend Class Parent meeting in September.
- Read PTA e-newsletters/e-blasts to remain current on PTA and school news.
- Visit our website and follow the PTA on social media.

PTA Ambassadors:

- Be welcoming. Yours is the face of the PTA for many people. Welcome new parents to the school/district and encourage them to get involved.
- Invite parents to each PTA meeting and keep parents informed afterward.
- Recruit parents to volunteer for PTA events.
- Refer all parent questions or concerns to the proper person on the board.

Class Lists* & Classroom Management:

- Secure a list of names, telephone numbers, and emails of the parents/guardians whose children are in the class.
- Verify the contact information on the class list, obtain any missing information, and confirm it can be shared with the entire class.
- Add new students to the class list during the school year and send updated class list as needed to the class, teacher, and PTA VP of Class Parents.
- Along with the classroom teacher, help to facilitate and organize in-class events.

- Offer volunteer opportunities to your entire parent body. (Don't call dibs on everything yourself)**

*Special note about Class Lists

Class Lists help the PTA contact parents about meetings and other school information. The use of class lists is a privilege. They are not to be used for any purposes other than official PTA or school business. They are not to be shared with any other group, posted to social media, or made public in any form.

**Be conscientious about sharing in-class volunteer opportunities with all. We know that class parents put a lot of work into planning crafts/parties, but consider taking turns and allowing other parents the opportunity to come in. This allows all children the chance to share an activity with their parent. With enough notice, many working parents can make it into the school for at least one event or field trip.