

ROOM REPRESENTATIVE ORIENTATION



Reagan
PTA[®]
everychild.onevoice.



The Roles

Classroom

Reagan PTA

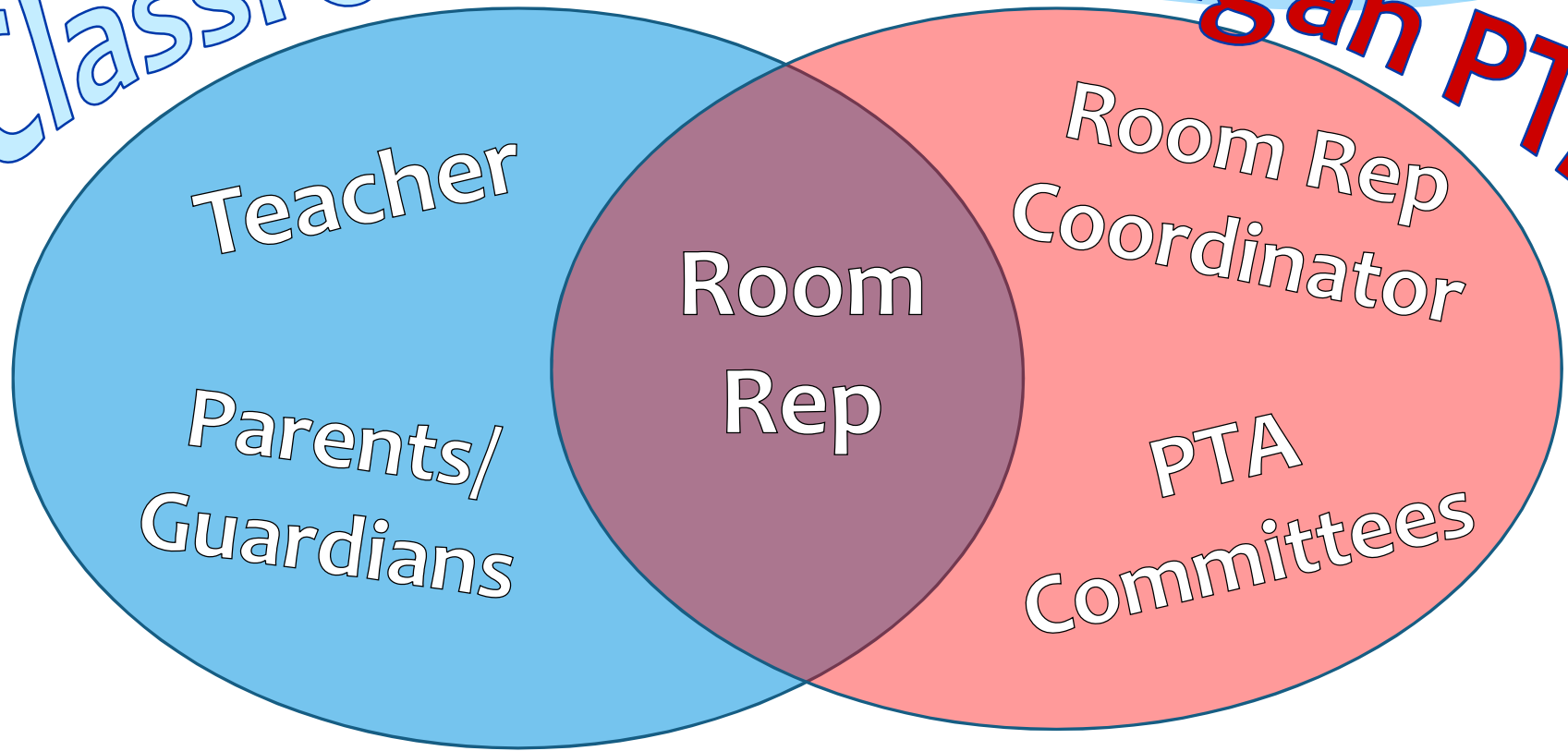
Teacher

Parents/
Guardians

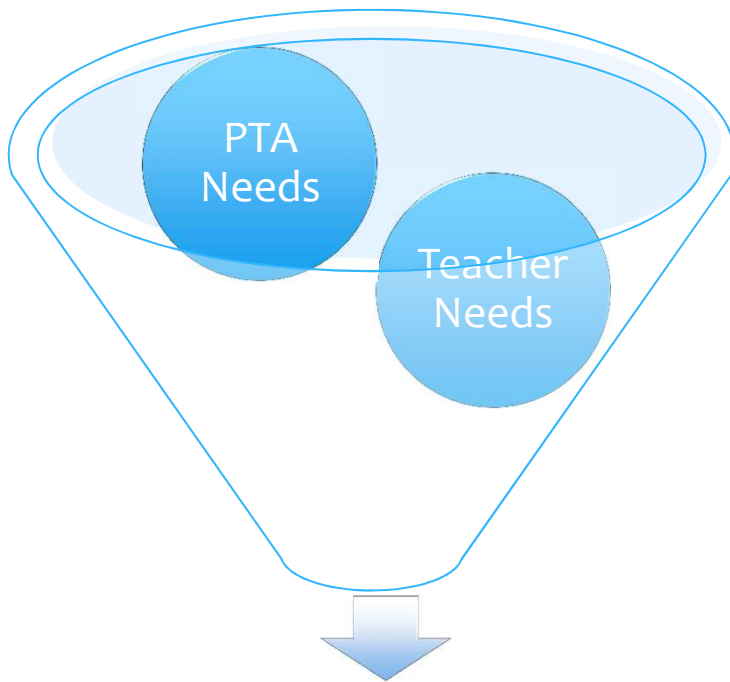
Room
Rep

Room Rep
Coordinator

PTA
Committees



Communication



PTA Room Representative

A Room Representative serves as an important contact between the Teacher, the Reagan PTA and Class Parents/Guardians regarding Teacher Needs and PTA Needs.

Teacher Needs

Support your Teacher!

- * Teacher specific classroom requests
- * Projects and/or events where supplies and/or volunteers will be needed.

Teacher's preferences will supersede the information in the Room Rep Info packet.

Teacher Needs

Talk with the Teacher!

- * Teacher needs
- * Campus policies
- * Time constraints
- * Grade level plans
- * Other important information (e.g. allergies)

PTA Needs

Support Reagan's PTA!

Help communicate information to Class Parents/Guardians.

- * Donations/ volunteers for fundraising efforts
- * Promote family events and programs/projects at the classroom level

You will receive this information directly from the Room Representative Coordinator

Coordination



PTA Needs

- * **Promote PTA Fundraisers/Initiatives**
(e.g., collecting Box Tops)
- * **Attend and assist with PTA-sponsored events**
(e.g., School Carnival, Science night)
- * **Coordinate projects for programs/events**
(e.g., Silent Auction theme basket)
- * **Solicit volunteers for programs/events**
(e.g., Jog-A-Thon)
- * **Solicit donations for programs/events**
(e.g., Teacher Appreciation)

Room Rep Important Events

- * Teacher's Birthday
- * October: Jog-A-Thon
- * November: Soup for the Souls
- * December: Winter Party
- * February: Friendship Party
- * March/April: Carnival/ Silent Auction
- * May: Teacher Appreciation Week
- * June: End of Year Party

Guidelines

- * Volunteer Orientation Rules Apply
- * Confidentiality
- * Teacher Preferences
- * Form Letters
- * Soliciting Volunteers/Donations
- * Badges
- * Working with Students

Next Steps

- * LISD Volunteer Approval
- * Register on PTA Website (www.reagan.my-pta.org)
- * Talk to the Teacher
- * Contact Class Parents/Guardians
- * Important Dates
- * Watch for updates
- * Customize and utilize your classroom page on the PTA Website. Tech training available.

Important Resources

- * Room Representative Information Packet
- * PTA Website
 - * www.reagan.my-pta.org
- * Room Representative Coordinator
 - * reaganptaroomrep@gmail.com