



Room Representative 2018-2019 Information Packet

Welcome, Room Representative (“Room Rep”) of 2018-2019! Thank you for volunteering on behalf of your child’s Classroom to assist Ronald Reagan Elementary School (“Reagan Elementary”) and the Reagan Elementary Parent Teacher Association (the “Reagan PTA”) in making every child’s dream a reality!

As a Room Rep, you will serve as an important contact between your child’s teacher (the “Teacher”), the Reagan PTA, and parents and guardians of students in the Teacher’s classroom (“Class Parents/Guardians”).

Getting Started - Here are basic expectations for all Room Reps:

- **Become an approved Leander ISD (“LISD”) volunteer:** Any individual interested in volunteering in LISD schools is required by the district to complete an online application form. This process is necessary in order to safeguard our children. All volunteers are required to fill out an application every school year. Please visit <https://volunteer.leanderisd.org> and complete or renew your application as soon as possible if you haven’t done so already.
- **Be an active Reagan PTA Member:** The Reagan PTA is very active at Reagan Elementary. Each member of the PTA (a “PTA Member”) helps the Reagan PTA reach its financial goals and gives your child a voice with Texas legislation regarding the education of Texas students. Membership dues this year are \$7.
- **Support your Teacher:** Your teacher will have specific requests unique to the Classroom/Grade Level. Often your teacher may have projects and/or events where supplies and/or volunteers will be needed. See “Teacher Needs” below.
- **Support the Reagan PTA:** The Reagan PTA will need your help in communicating with Classroom Parents/Guardians information regarding and coordinating donations and volunteers for fundraising efforts and family events throughout the year. See “Reagan PTA Needs” below.
- **Working Together:** If you are unable to Support your Teacher or Support the Reagan PTA with regard to any task, we ask that you please delegate the task to another Class Parent/Guardian who is an approved LISD volunteer. If you would like to designate an alternate for any or Teacher Needs or Reagan PTA Needs, please inform the Room Representative Coordinator (“Room Rep Coordinator”) and your Teacher.
- **Professionalism:** Please familiarize yourself with the Guidelines, Resources and Recommendations below. Please attend Volunteer Orientation.

Teacher Needs

Talk to your Teacher! If you haven't already done so, please set up a meeting with your teacher to find out what his/her expectations are, as they will vary from teacher to teacher. This is especially important for lower grades. Please check back in occasionally to see how you and Class Parent/Guardians can be of assistance.

Always talk to your Teacher before planning an event/project. They have campus policies, time constraints, grade level plans, information regarding special needs (such as food allergies) and experience with what works and what doesn't.

Here are some of the ways that your Teacher may want you to assist directly or help find volunteers.

- **Folders**: Folders must be manually stuffed. Volunteers will be trained by the Teacher. This is typically a weekly effort.
- **Duty-free Lunch**: There may be volunteer coverage required for both lunch (in the cafeteria) and recess (in the playground or gym) throughout the year to allow teachers the freedom to attend certain events.
- **Class Directory**: Rules on class directories will be provided by your Teacher. Please ask your teacher whether they would need information requested from, organized and/or made available to Class Parents/Guardians.
- **Class parties/activities/projects**: Classroom parties take place during the school day, and the dates are set by the school early in the school year. Teachers may need help with party/activity/project planning and/or set-up, soliciting donations and or soliciting volunteers. Your Teacher Profile may include additional information. Event Dates will be provided to you as soon as they are available.
- **Other**: Please check with your Teacher for other ways that you can assist (e.g., reading to students).



Reagan PTA Needs

- **Reagan PTA Fundraisers:** The Reagan PTA holds various fundraising initiatives throughout the year. We hope that you will encourage Class Parents/Guardians to participate. For additional information, please visit the Fundraisers page on the PTA Website or contact the Vice President of Fundraising at reaganptafundraising@gmail.com.
 - **Information:** Assist with spreading the word on Reagan PTA-sponsored fundraising events, such as Jog-A-Thon, Silent Auction, Carnival, Dine Out Spirit Nights, etc.
 - **Donations:** Each Room Rep may be asked to provide a themed basket an auction held during the Spring Carnival. The Room Rep is asked to encourage contribution. Details will be made available by the Carnival Committee as we approach the event. Please follow the Donation Request guidelines below.
 - **Staffing:** Each Room Rep may be asked to provide volunteer coverage for Reagan PTA fundraisers (e.g., Jog-A-Thon).
- **Reagan PTA Programs/Projects:** The Reagan PTA holds various non-fundraising family engaging events and educational programs throughout the year. We hope that you will encourage Class Parents/Guardians to participate. For additional information, please visit the PTA Programs page on the PTA Website or contact the Vice President of Fundraising at reaganptaprograms@gmail.com.
- **Teacher Appreciation:** The Hospitality Committee has a Teacher/Staff Appreciation Team that will provide information about certain events throughout the year. We hope that you will pass on this information.
 - **Teacher Birthday:** Plan a birthday celebration or gift from the class for your Teacher. Please follow the Donation Request and Teacher Gifts guidelines below. A Teacher Profile including likes/dislikes is provided on the PTA Room Rep webpages.
 - **Teacher Appreciation Week:** Teacher Appreciation week will be in May. Each Room Rep may be asked to coordinate affirmations on behalf of the class for this week. Details will be made available by the Teacher/Staff Appreciation Team as we approach the event.
 - **Teacher Gifts:** Gifts are typically given before the winter break, for your Teacher's birthday, during Teacher Appreciation week, and/or at the end of the school year. You can encourage individual gifts or coordinate a class gift to be given to your Teacher. The class gift must be marked from the entire class (i.e., not only those who contributed towards the gift). Please see Donation Request guidelines below.

- **Other:** Each class may be asked to participate in other Reagan PTA-sponsored events (e.g., putting a box out for a Used Book Drive)

Guidelines, Resources and Recommendations

- **Room Rep Coordinator:** The Room Rep Coordinator will act as liaison and the hub of information from the Reagan PTA regarding your role as Room Rep. Should you have any questions, comments or concerns regarding any information contained in this packet or for additional resources that you may need for your unique situation, please contact **Rachel Larcom** at reaganptaroomrep@gmail.com
- **Form Letters:** Form letters are available to help you communicate with Class Parents/Guardians throughout the year. These letters have been pre-approved by the Reagan Elementary office staff. We ask that you use the letters we provide to communicate with your class when appropriate. These Form Letters can be found on the Reagan PTA website (<http://reagan.my-pta.org/>). As with the forms, all correspondence from a Room Rep that is sent home in student folders (e.g., flyers) must be first approved by the Reagan Elementary office staff. If you require an approval, please contact the Room Rep Coordinator.
- **Volunteers:** Based on Teacher Needs and Reagan PTA Needs, you may be asked to encourage volunteer participation via communication directly with Class Parents/Guardians. You may be provided with a list of Class Parents/Guardians who want to be involved in classroom activities/events related to such needs. Please let the Room Rep Coordinator know if you are not comfortable doing so.
- **Donations:** Based on Teacher Needs and Reagan PTA Needs, you may be asked to solicit donations via communication directly with Class Parents/Guardians. Remember that all families in your class may not be able to afford to contribute very much, so please consider this when you ask for donations. We ask that you not ask each parent to contribute a specified dollar amount, no matter how small. It may be necessary to provide a “wish list” of items/materials required for a given activity/event and/or the cost of purchasing such items/materials. You may provide a “suggested” donation amount but it must be preceded with “donation is not required.” Please let the Room Rep Coordinator know if you are not comfortable doing so.
- **Confidentiality:** You will have access to some information that is NOT to be shared with others. This includes Class Parents/Guardians’ and student’s names and contact details and other personal information. **Communications sent to Parent’s/ Guardian’s personal email accounts must be sent as blind carbon copy (Bcc:) and not visible to the rest of the class.** *(The only exception to this is if you are using an e-mail list that contains only the e-mails of parents/guardians who have*

specifically given permission to distribute their personal information to the class.)

Reagan Elementary serves the needs of all students regardless of ability or disability; sensitive information regarding students should also be kept strictly confidential.

- **Reagan PTA Website:** Please visit the Room Representative website at Room Reps tab at <http://reagan.my-pta.org/> for up to date information.
- **Custom Class Page:** Room Reps may customize their teacher's classroom page. Website tech training dates may be requested by contacting the Room Rep Coordinator. Please DO NOT post any student confidential information (including student list) on these public web sites.

Important Events*

Teacher's Birthday (*refer to "Teacher's Favorites" on the PTA Room Rep webpages for specific date*)

October: Jog-A-Thon

November: Soup for the Souls

December: Winter Party

January: International Fair

February: Friendship Party

March/April: Carnival and Auction

May: Field Day, Teacher Appreciation Week, End of Year Party

*Check out the PTA Website & PTA Room Rep Webpage for an up to date Calendar of Events.