

Hello Families in “Mrs. Smith’s” Class,

My name is insert name (insert child’s name’s mom/dad), and I am the Room Parent for insert teacher’s name’s class this year. My contact information is below:

**Room Parent Name:**      **email address**

**XXX-XXX-XXXX**

Below is a general list of Room Parent duties:

- Serve as a link between your student's homeroom teacher and the PTA
- Assist the teacher with classroom needs and activities
- Organize classroom activities and preplanned events. For example, if volunteers are needed, I will send out an email requesting help with a classroom project such as this year’s Winter Party.
- Chaperone class field trips

A couple of reminders:

- If you are interested in volunteer opportunities, please check the Volunteer Corner on the PTA website at the following link: <http://riverevespta.com/support-pta/>.

Note: Fulton County requires all first-time volunteers to complete an online training course before volunteering at the school. Online training must be completed at least 48 hours prior to volunteering and can be found at the following link:

<https://www.fultonschools.org/Volunteer>

The Faculty and Staff “Favorite Things” list is also available online. Please check this list to find out staff and faculty favorites for birthdays, holidays, etc. at

<http://riverevespta.com/support-pta/faculty-staff-favorite-things/>.

Please know that I will not share your contact information; however, if you prefer NOT to receive Room Parent email communication, please reply to this email asking that I remove your name from the list of parent contacts.

Looking forward to a great 2019-2020 school year!

Thank you and have a great day!

Room Parent’s Name