

RICHLAND ROOM SPONSOR

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Thank you so much for volunteering to serve as a Richland Room Sponsor. Room sponsors help to enable seamless class events and provide a better overall experience for students and teachers. They are also key to quick and efficient communication between PTO and families. Room sponsors typically include one lead or two co-leads and assistants. Today you should finalize the organizational structure of your team that works best for the group. Below you will find an overview of the responsibilities and tips. Please carefully read through each portion of this sheet and ask the PTO Room Sponsor Chair any questions that might come up.

GETTING STARTED TODAY

Meet as a team to finalize roles and responsibilities

Decide who will serve as leads and who will serve as assistants. Read through the events and general tips and discuss next steps for each team member. Use the provided graphic organizer to guide your conversation.

Lead Room Sponsor Next Steps

Schedule a meeting with the teacher to plan for the year using provided graphic organizer. Following the meeting, send an email to the families introducing the room sponsor team with important details for the year.

MAJOR SET EVENTS

Kindergarten Thanksgiving Feast / November 18th

The KK Feast is the biggest event of Richland kindergarten. The students put on a production followed by lunch with their family. The lead room sponsor should meet with the teacher well in advance to plan for this.

Holiday Class Party / December 16th

The room sponsor team should meet with the teacher to create a plan for the holiday party. Following the meeting, the lead should communicate with families about the details and needs.

Teacher Appreciation / May 1-5

The purpose of this week is to honor the teacher. The room sponsor team should come together a few weeks prior to this week to create a plan in support of the school-wide teacher appreciation plan. Once a plan is finalized, the lead should communicate details and needs to families.

OTHER NEEDS

Teacher Birthday Celebration / Field Day Support / Random Teacher Happies / TNReady Snacks
Teacher & PTO Support as Requested / Teacher Snack Tables / Field Trip Support / Spring Auction
End of Year Class Party

GENERAL TIPS

- As a team, you will work with your teacher to plan for the events noted in the overview document and any additional events that come up during the year. This will almost always include creating a Sign Up Genius for each event that has all of the items the teacher needs in order to execute the event, as well as, slots to volunteer time. Make sure items listed on Sign Up Genius are at a variety of price points so that all families have an option to contribute to the event. Please plan to meet with your teacher about 3 weeks prior to events and email the Sign Up Genius at least 2 weeks before each event. Don't forget email reminders.
- As a team, you will organize monetary collections for teacher gifts for birthday, Christmas, and teacher appreciation. Venmo and Paypal are great tools for collection. Some families might prefer to purchase an individual gift, but it is nice to offer a class option as well. It can also be helpful to encourage card making to pair with birthday and teacher appreciation. Be sure to send a follow-up email to all families to let them know how much was collected and what was purchased with the class collection.
- When requesting monetary donations for teacher gifts, please make sure to clarify that, while donations are greatly appreciated, they are not required.
- Keep in mind that teachers are not allowed to serve as a middle person for the transfer or collection of money on behalf of room sponsors. It should only be collected directly from parent to room sponsor (Paypal, Venmo, meet at pickup, and so on)
- Be mindful that families are busy. Email reminders are an excellent way to make sure families have the information they need to support the classroom. Consider providing families in the class with weekly or biweekly email updates about upcoming events, reminders, or needs of your teacher.
- Check-in with your teacher via email monthly to ask if there are any upcoming needs.
- The PTO Board Chair for Room Sponsors will send reminders for the main events noted on the overview page and any additional needs that come up throughout the year. Please be on the lookout for this communication.
- Following the meeting with the teacher, be sure to mark your calendar for all of the important events for the year and when you need to reach out to the teacher for planning purposes.

SAVE THE DATE

- September 2: KK Family Sponsored Snack Table for Teachers
- October 3-6: Book Fair, Ask your teacher if the students need help shopping during their assigned time
- October 7: 1st Grade Family Sponsored Snack Table for Teachers
- October 21: Trunk or Treat, We might need Room Sponsor support (stay tuned)
- November 18: KK Feast, Work with your teacher on this
- November 18: 4th Grade Family Sponsored Snack Table for Teachers
- December 16: Holiday Class Parties, Work with your teacher to plan for this
- January 13: 3rd Grade Family Sponsored Snack Table for Teachers
- February 27-March 2: Book Fair, Ask your teacher if the students need help shopping during their assigned time
- March 10: 2nd Grade Book Fair, Ask your teacher if the students need help shopping during their assigned time
- March 31: Boosterthon Fun Run, Check with your teacher to see if there are any needs for this day
- April: Auction Needs, More information coming
- April 6: 5th Grade Family Sponsored Snack Table for Teachers
- May 1-5: Teacher Appreciation Week
- May 4: Teacher Appreciation Lunch Proctors, Each classroom will need at least 2 adult volunteers while teachers attend a special lunch
- May 19: Field Day, Check with your teacher about specific needs
- May 26: End of Year Celebration, Check with your teacher about specific needs

ROOM SPONSOR INITIAL MEETING CHECKLIST

Meeting Topic: Initial Room Sponsor Planning

Start:

End:

- Finalize the organization structure of the team (lead, assistants)
- Review main events/save the dates and discuss next steps for each
- Review "other needs" and set next steps for each as needed
- Discuss the lead's next steps with the initial teacher meeting and family intro email
- Determine money collection process for teacher gifts (birthday, holiday, teacher appreciation week)
- Discuss any needs for potential future meetings
- Share contact information with each other
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Notes:

INITIAL TEACHER MEETING CHECKLIST

Meeting Topic: Plan for the year

Start:

End:

- Provide teacher with organizational structure of room sponsor team
- Identify any alternative needs that the teacher might need parent support on
- Work with teacher to plan for listed events
- Identify teacher's birthday (include in email to families)
- Review "other list" and work with teacher to plan for other needs of the classroom
- Discuss any needs for potential future meetings
- Request emails for the families in the class in order to send first class email following this meeting
- Identify all approximate future meeting dates based on events, including "other" category
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