



Home and School Association (HSA) Party Coordinator Responsibilities

Party Coordinator: Virtus trained volunteers approved by the School Principal and selected by the Room Parent Coordinator to assist teachers in the classroom during class parties. You will receive 2 hours for coordinating a party.

1. Plan activities and coordinate volunteers for **class parties**
 - Contact all party volunteers as soon as possible after receiving list
 - If the assigned party volunteers are not able to work the party, recruit additional party volunteers from the entire class giving those parents who are not assigned to another party priority. If you recruit new volunteers you must provide this information to the room parent coordinator
 - Submit the completed Party Plan and Teacher Approval form to the teacher at least 14 days prior to the party
 - Take charge on party day and make sure the party volunteers are “working” by leading the different activities and engaging the students
 - Collect completed Purchasing/Reimbursement forms and original receipts for all items purchased for the party from party volunteers ***(If the volunteer does not wish to be reimbursed, the Purchasing/Reimbursement Form should still be completed with the notation that reimbursement is not required.)***
 - Submit these forms and the original receipts to the HSA Treasurer within 2 weeks of the party. **This is not optional, we require you to have all expenses accounted for by these Purchasing/Reimbursement Forms.**

2. Work with Room Parent to **monitor the party budget** for that class
 - Each class has a designated dollar amount (\$10/per student) that HSA has budgeted to be spent between the 3 parties.
 - It is known that many parents choose to donate the items for the parties. If there is money remaining in a class’ party fund at the end of the year, it will be rolled into other HSA activities.
 - Work with parents to provide paper products, beverages and sides (chips/fruit/dessert) for that class