



Home and School Association (HSA) Room Parent Responsibilities

Room Parents: Virtus trained volunteers approved by the School Principal and selected by the Room Parent Coordinator to assist teachers in the classroom as well as at other events throughout the year. You will earn 8 hours if you help with required events and potentially more for stepping forward for parties and raffle basket.

1. Attend the **Mandatory Room Parent Orientation/HSA Training** in September
2. Communicate with teacher regarding needs of the class. Communicate between party coordinator to make sure needs and wants of the teacher are being met
3. Contact party coordinators for all 3 parties after receiving list from room parent coordinator. Provide party coordinators with list of party volunteers. Communicate with party coordinator to ensure party runs smoothly. In the event no one signed up to be party coordinator the room parent will accept party coordinator responsibilities for that party. If you become party coordinator you will get 2 more hours for each party you coordinate.
4. **Teacher Gifts-** Collect \$20 from each parent at the beginning of the year to be used for Christmas and end of the year gift. Money will be used to buy gift cards through TRIP. You Must use list of teachers' favorite places that you received. Any class gift **MUST BE PRESENTED** from the entire class, regardless of whose parents contributed to it. *Kindergarten end of year gift will be collected by Graduation Coordinator.
5. Assist the class with the various activities associated with **HSA Events**.
 1. **Race for Education**
 - If necessary, recruit parents to help in the classrooms when the students "write" their letters for the Race for Education
 - Attend "Race" or recruit another Virtus trained parent to help with activities during the day.
 - If you do recruit someone else you will need to deduct 1 hour
 2. **Teacher Luncheon**
 - Watch classroom during Teacher Christmas Luncheon in December.
 - If you recruit someone else you will need to deduct 1 hour



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3. Field Day

- Attend Field Day planning meeting.
- Recruit parents to help with activities during Field Day.
- Work with parents to provide, as needed, equipment/supplies for the games
- Insure that activities are planned to entertain the students in the classroom in case outdoor activities are cancelled due to the weather.
- Work with parents to provide paper products, beverages and sides (chips/fruit/dessert) for lunch for that class
- If you recruit another parent and do not attend Field day you will need to deduct 2 hours

6. **Spring Fling Raffle Basket-** If no other parent steps forward to create basket the responsibility will fall back on room parent. If you do create the basket you will get an additional 2 hours.