



ST. JOHN THE EVANGELIST SCHOOL

TO LEARN, LIVE AND LOVE AS JESUS TAUGHT US

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.** Please note that any communication to the parents of your class need to go thru the teacher. Send your teacher a draft of your email for parents and they will send for you.

1. Communicate with teacher regarding the needs of the class throughout the year.
2. The parents in each class will have the opportunity to sign up for Party Coordinator or volunteer for the party or to provide supplies for the party. You are responsible for contacting the party coordinators for all 3 parties. 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.
3. Assist the class with the various activities associated with **HSA Events**.
 1. **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.
 3. **Field Day**
 - You are the coordinator for your class on Field Day and need to be in attendance all day or have another parent do it for you.
 - If you are unable to attend, deduct 2 hours.
 - Recruit parents to help with activities for the class during Field Day.
 - Work with parents to provide, as needed, equipment/supplies for the games.
 - Work with parents to provide paper products, beverages and sides (chips/fruit/dessert) for lunch for that class.



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4. **Spring Fling Raffle Basket-** Create the themed basket for the Spring Fling raffle. Collect money from each parent for the basket. Ideas are Italian Dinner, Lottery, Gift cards from the region. Use Pinterest for ideas. You will receive an additional 2 hours. You can choose to have another parent in your class do this.