



## **Home and School Association (HSA) Party Coordinator Responsibilities**

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

1. Plan activities and coordinate a volunteer for your designated party
  - Party activities may include a craft, games and snack as well as any needed supplies.
  - You and up to 2 additional volunteer (with teacher approval) are allowed in the classroom the day of the party.
  - 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 leading the different activities and engaging the students.
  - If you ask your class parents to donate supplies for the party, 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.
  
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 (All Saints Day, Christmas and Valentines).
  - Collect completed Purchasing/Reimbursement forms (if needed) and original receipts for all items purchased.
  - 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.**
  - Many parents choose to donate the items for the parties. In this case, the reimbursement form is not needed. If there is money remaining in a class' party fund at the end of the year, it will be rolled into other HSA activities.

Thank you for volunteering and have fun!