



Home and School Association (HSA) Middle School 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 volunteer hours.**

1. Communicate with teacher regarding needs of the classroom throughout the year. 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. Plan activities and coordinate volunteers for class lunch on 3 designated days (All Saints Day, Christmas and Valentines Day).
 - 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 4 weeks of the party. **This is not optional, we require you to have all expenses accounted for by these Purchasing/Reimbursement Forms.**
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. **YOU MUST BE THERE THE ENTIRE TIME YOUR CLASS IS WALKING/RUNNING.** You are responsible for their safety and following the route as you walk with the class.
 - If you are unable to attend, you are responsible for recruiting someone else; you will need to deduct 1 hour.
 2. **Teacher Luncheon**
 - Watch classroom during Teacher Christmas Luncheon in December.
 - If you are unable to attend, you are responsible for recruiting 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.



ST. JOHN THE EVANGELIST SCHOOL
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- Recruit parents to help with activities for the class during Field Day. The spreadsheet for volunteers is posted by the Field Day coordinator on the HSA website.
 - Work with parents to provide equipment, supplies, snacks, drinks, etc. as needed. This will also be in the spreadsheet which is managed by the Field Day Coordinator.
4. **Spring Fling Raffle Basket-** Work together with the Room Parent from the other grade level class to create one themed basket which will be raffled off at Spring Fling. Create an Amazon Wish list for the items you want in your basket, draft an email for your teacher to send to parents and the parents will be asked to purchase from this list. Parent participation is optional.

You will each receive an additional 2 hours for completing the basket. You can choose to have another parent in your class do this if you.