



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 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. You are responsible for contacting the party coordinators for all 3 parties (All Saints Day, Christmas and Valentines). Communicate with party coordinator to ensure party runs smoothly and they have submitted their party plan to the teachers for approval.

In the event no one signs up to be party coordinator, the room parent will accept responsibility for that party. You will receive 2 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. **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.
- 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.



ST. JOHN THE EVANGELIST SCHOOL

TO LEARN, LIVE AND LOVE AS JESUS TAUGHT US

Home and School Association (HSA) Room Parent Responsibilities

- 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.