



ST. JOHN THE EVANGELIST SCHOOL

TO LEARN, LIVE AND LOVE AS JESUS TAUGHT US

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 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 needs of the classroom throughout the year.
2. Plan activities and coordinate volunteers for **class lunch on 3 designated days.**
 - 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.
 - 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.
 - o 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.



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- Work with parents to provide paper products, beverages and sides (chips/fruit/dessert) for lunch for that class.
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.