



ST. JOHN THE EVANGELIST SCHOOL

TO LEARN, LIVE AND LOVE AS JESUS TAUGHT US

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 volunteers for **class parties**
 - Contact all party volunteers as soon as possible after receiving list.
 - If the assigned party volunteers are not able to work the party, recruit additional party volunteers from the entire class giving those parents who are not assigned to another party priority.
 - Party activities may include a craft, games and snack as well as any needed paper supplies.
 - 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.
 - Collect completed Purchasing/Reimbursement forms (if needed) and original receipts for all items purchased for the party from party volunteers.
 - 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.**

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.
 - 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!