

Room: Teacher:
Room Parent Volunteers -- School Year 2008-2009

Responsibility	Name	Phone#	Email
Contact Room Parent			
Room Parents			
Big Boo Coordinator			
Fabulous Friday Coordinator			
Classroom Party Coordinator (2 parties per year)			
Flyer Distribution Coordinator			
Dolphin News Coordinator			
Silent Auction Basket Coordinator			
Silent Auction Class Art Coordinator			
Teacher Appreciation Coordinator			
Testing Snack Coordinator			
Graduation Host/Hostess Coordinator (4th Grade only)			
Graduation Activity Coordinator (5th Grade only)			

Description of responsibilities:

For posting at your classroom should you decide to.

Big Boo Coordinator

1. Communicate information to parents as needed
2. Solicit parent volunteers from the class to work at The Big Boo. (Will need volunteers to cover classroom shifts at the Big Boo)
3. Turn in completed volunteer sign-up sheets to the Big Boo mailbox in the main office by October 13, 2008
4. Communicate/remind parents of work assignments

Classroom Party Coordinator

School policy allows two classroom parties during the school year: one before the winter holiday break, and one at the end of the school year. Plan these parties with your teacher (and parents) using the following guidelines:

1. Make it as simple as possible
2. Try to provide as balanced a menu as possible (i.e. not too many sweets)
3. Try to limit party to 45 minutes of the day

Dolphin News Coordinator

The Dolphin News, the school newspaper, is published monthly. Editor Marcia Haresh is looking for tips from Room parents about interesting projects or accomplishments by Mar Vista students. Submit articles, photographs, student's poems, short stories, paragraphs, artwork, etc. from our classroom for inclusion in the "Kids Biz" page. Marcia Haresh: cmharesh@aol.com

Fabulous Friday Coordinator

Fabulous Friday is a potluck brunch held for the teachers and staff in the auditorium on the last school-attended Friday of each month. Parents (assigned by grade levels) provide the food for this special monthly event. A list different list is provided to each classroom. Food is served at 10:00 A.M. at the beginning of recess. Parents host this event. Coordinator solicits parents to: Set up, Clean up, Provide potluck dishes.

Flyers Distribution Coordinator

During the year parents are asked to distribute flyers announcing special school events to homes in the community. This year we will need parents to distribute flyers prior to the New Parent Information Night.

Silent Auction Basket Coordinator

As part of the fund-raising effort, parents in each classroom are encouraged to coordinate the creation of theme baskets containing merchandise and/or gift certificates to be put up for bid. The classroom Silent Auction Basket Coordinator will:

1. Select theme for the classroom gift basket
2. Contact parents for donations toward the classroom basket

Silent Auction Class Art Coordinator

As part of the fund-raising effort, parents in each classroom are encouraged to coordinate the creation of an art piece such as note cards, platter, tapestry, etc. The classroom Art Coordinator will:

1. Select theme for the classroom art
2. Contact parents for donations toward the classroom art
3. Create the art piece with children

Teacher/Staff Appreciation Week

During this special week (May 26-May 29, 2009) each class shows its appreciation for their teachers, aides, and administrators. Some suggestions are:

1. Have students draw a picture, write a thank you note, poem, etc. and bind it together to present to teacher
2. Have child bring a flower to make a bouquet for the teacher and aide
3. Have each child bring his/her teacher's favorite snack

Testing Snack Coordinator

The coordinator will be asked to coordinate with their teacher whether or not the teacher would like a HEALTHY snacks provided during testing time. If teacher agrees, this job would be to post a sign up sheet and recruit parents to provide healthy drinks and/or snacks for their class during this time period which usually falls in the beginning of May.

Graduation Host/Hostess Coordinator (4th Grade only)

Wednesday, June 17, 2008

Fourth grade parents are responsible for setting up, serving, and cleaning up after the refreshments served at the fifth grade culmination. Confirm the date with the fifth grade teachers. Fourth grade parents provide flowers for the tables, punch bowls, ice rings and service utensils. Coordinate refreshments and paper goods with the fifth grade parents.

Graduation Activity (5th Grade only)

June-date to be announced

The fifth grade parents are responsible for financing (through fund-raisers) and planning the activities and culmination party for the graduating fifth graders. Confirm the dates with the fifth grade teachers and consult with the teachers and the principal on all details.