

**Signal Hill PTA**  
[www.signalhillschoolpta.org](http://www.signalhillschoolpta.org)  
**Class Parent Responsibilities & Application**

Dear Potential Class Parent,

Thank you for your interest in becoming a class parent. Being a class parent is a volunteer position within the PTA that allows you to work with your classroom teacher and other parents in the class.

Each classroom is in need of three class parents. The three class parent positions are the following: Head Class Parent, Outreach Class Parent and Photo Class Parent. There is also a Grade Leader Position that provides guidance to all of the class parents in their assigned grade. If you are interested in applying for one of these positions, please read this entire application carefully to better understand the commitment required for each class parent position.

We try to make sure that everyone that wants to be a class parent has the opportunity to be one but sometimes due to the high number of applications in one class that cannot happen. Please remember if you are not selected there are many other ways you can volunteer.

We generally select an individual to be class parent for one child. If we have a shortage of applications for a classroom a person can be considered to be a class parent for more than one child as long as the children are in different grades. It is our hope as a PTA to be able to fill each class parent role with parents from the class first before asking a parent to be a class parent for more than one class.

To become a class parent you must be a paid PTA Member for the current 2018-2019 school year. You must also be able to attend the Class Parent Training held on Monday, September 17, 2018. You can attend either the 9:30am meeting or 6:30pm meeting. You must also be able to attend the mid-year class parent training held on Thursday, January 3, 2019 at either 9:30am or 6:30pm.

If you would like to become a Class Parent, please complete the attached application and return to the PTA Drawer in the main office at Signal Hill Elementary School.

If you have any other questions or concerns, please email Michelle Cooke at [Cookemichelle39@gmail.com](mailto:Cookemichelle39@gmail.com) or Elizabeth Saitzyk at [elizsait@gmail.com](mailto:elizsait@gmail.com).

Sincerely,  
Michelle Cooke & Elizabeth Saitzyk  
Signal Hill PTA Co-Presidents

## Below is a quick guide to Class Parent Responsibilities.

### Requirements for all Class Parent Positions:

- You must be a paid PTA Member for the current school year, 2018-2019.
- You must participate in at least two PTA events/fundraisers. Please see 2018/2019 Volunteer Form to sign up for these 2 events/fundraisers now. Enclose your Volunteer Form with your class parent application.
- You must have had active participation in prior year(s) PTA events/fundraisers (new parents excluded)
- You must have NO outstanding Historian Reports.
- Policies- You must adhere to the Privacy Policy, Allergy Policy, Class Parent Guidelines, and Hospitality Guidelines which will be provided at the mandatory meeting
- Volunteer-As a class parent you will be expected to participate in at least 2 events/fundraisers. You will also be called upon to help with committees and fundraisers that need Helping Hands.
- Class Parent Training Meeting held on September 17, 2018 at 9:30am or at 7:00pm.
- Class Parent Mid-Year Meeting/Blood Drive Kick off meeting held on January 3, 2019 at 9:30am or 7:00pm
- Assist with the distribution and collection of Kidstuff Coupon Books

### GRADE LEVEL LEADER:

*The job of the grade level leader (GLL) is to coordinate activities and communications between head class parents for their grade.*

- **Initiate Phone Chain** – In the event of an emergency or school closing the GLL will be notified by the PTA Vice President to initiate the phone chain. The GLL will then notify the head class parents (HCP) to continue the phone chain.
- **You must be Head Class Parent for your class**
- **Pass on information from PTA** – if class parents are needed to help with a PTA event (i.e. Blood Drive) or other information needs to be passed on, the GLL will be notified and is to pass the information to the HCP.
- **Liaison between teachers and class parents** –The GLL will coordinate parties/events with their teacher and the other HCP's as to what to bring, what craft to do and how much money is to be spent.
- **Crafts, End of Year Favors** – If the teachers wish to have a craft at a party, the GLL will coordinate with the other HCP on what will be done and, if needed, will order the same craft for all of the classes. End of the year favors for the children will also be handled the same way.
- **Fourth Grade GLL** – is responsible for coordinating all the 4<sup>th</sup> Grade Class Parents to put together the 5<sup>th</sup> Grade Graduation. This includes providing refreshments, decorations and ordering flowers ...etc.
- **Attend at least five PTA meetings**
- **Class parent attendance** GLL will work with Head Class Parents to ensure that there is one class parent from each class at every PTA general meeting.

### HEAD CLASS PARENT / CLASS PARENTS NEW ROLES \*\*\*\*OUTREACH CLASS PARENT and PHOTO CLASS PARENT\*\*\*\*

*The Head Class Parent (HCP) serves as the liaison between the classroom teacher and all other parents concerning class activities and trips.*

- **Classroom Communication:** Will be responsible for continuing the Phone Chain once initiated in an emergency. Will be responsible for distributing the Contact Information sheet at the Back to School night, collecting information and dues and for creating and distributing a class list in accordance with the Privacy Policy.
- **Communication with other Class Parents:** All class parents must communicate with the class parents on their classroom team at least once a month. This is to ensure that each class parent knows what the other class parents are doing and can find ways to help each other
- **Class Dues** – Will be responsible for collecting the class dues and managing the money as directed per the Class Parent Guidelines. (will be handed out at Mandatory Training Meeting) The HCP, together with the class parents will put together the Spring Fling basket using allocated class due money. Money for the teacher's holiday and end of the year gifts must be collected separately by the Photo Class Parent.
- **Class Parties** – Head Class Parents help the teacher arrange class celebrations. This may include coordinating/purchasing snacks, crafts and/or other items needed. The teachers may request specific items or may leave it to the class parents to decide. Purchase Supplies – manage budget to purchase supplies for all planned class parties (this will be coordinated with your grade level leader and teacher) whenever food is involved for a party the HCP MUST check with the teacher for any possible food allergies (peanut, dairy, etc.) and adhere to the Allergy Policy.
- **Class Trips** – The HCP must call and arrange for parents/guardians to attend class trips. It is the job of the HCP to make sure all parents/guardians who indicate that they want to attend a class trip are offered that opportunity. The number of parents needed on a trip is determined by the school and should not be exceeded. HCPs should not attend a field trip unless all the other non-class parents have been offered to attend and cannot attend. As a class parent you will not be attending field trips; certain exceptions apply.
- **Organize Volunteers** – Will be responsible for coordinating parental involvement when needed. You may be needed to help *outside* of your child's classroom at an event that does not involve interaction with your child.
- **Phone Chains** – The need for phone chains has diminished due to the district's automated notification system. If necessary, the GLL will be notified to initiate the phone chain and will call each head class parent for that grade. The head class parent will then notify the outreach class parent and divide the class list to contact all of the parents in the class.
- **Spring Fling** – purchase Spring Fling Basket items from money collected in class dues based on your assigned class theme (TBD).

- **End of The Year Party** – Each grade will have an end of the year party, with time and date scheduled by the school office. The GLL will work with the teachers and Head class parents to determine what food will be served and what activities will take place.
- **Class List** – maintain an accurate list which includes updating contact information throughout the year and promote our “Go Green” campaign.
- All class parents may need to assist the outreach class parent when outreach class parent is having difficulties reaching a family.
- **Attend at least 5 PTA meetings**

**OUTREACH CLASS PARENT:**

- **Communicates to parents/ families** about the blood drive, membership drive and spring fling drive by phone and email. *This parent can go on field trips.*
- **Communication with other Class Parents:** All class parents must communicate with the class parents on their classroom team at least once a month. This is to ensure that each class parent knows what the other class parents are doing and can find ways to help each other
- **This parent is not required to attend class parties.** This class parent has 1st option to attend class parties before other volunteers are asked (If HCP needs three people to complete party activity and Outreach class parent cannot come HCP will be able to select a parent from the class. Selection would be the same process as selection for class trips).
- Assist with reminding families to send in box tops
- **Attend at least two PTA meetings per year**
- Outreach class parent will assist HCP keep class list information updated.

**PHOTO CLASS PARENT:**

- **Attends all class parties**
- **Communication with other Class Parents:** All class parents must communicate with the class parents on their classroom team at least once a month. This is to ensure that each class parent knows what the other class parents are doing and can find ways to help each other
- **Teacher’s Gifts** – As a convenience to parents, the PCP will offer to collect money for a combined gift from the class to the teacher for the December Holidays, as well as, the end of the year
- Photo Class Parent should not attend a field trip unless all the other non-class parents have been offered to attend and cannot attend
- Works with HCP to coordinate the taking of pictures of the students on trips, class parties and some school assemblies
- Ensures that pictures of the class are forwarded to the memory book committee and the Corresponding Secretary
- **Attend at least 5 PTA meetings per year**

**Detach and return by Thursday September 6, 2018 to the PTA Drawer – marked “Class Parent”**

Please return the Class Parent application to the PTA Drawer located in the main office at Signal Hill Elementary School. (The application can be placed in your child’s backpack in envelope addressed to PTA Drawer. Your child’s teacher will make sure it is delivered to the PTA Drawer)

Please place a check on the following lines to indicate that you have read them.

- \_\_\_\_ I HAVE READ AND UNDERSTAND THE SIGNAL HILL PTA CLASS PARENT RESPONSIBILITIES
- \_\_\_\_ I WILL BE IN ATTENDANCE AT THE MANDATORY CLASS PARENT TRAINING MEETING SEPTEMBER 17<sup>th</sup> AT 9:30 am or 7:00pm
- \_\_\_\_ I am a paid PTA Member for the 2018/2019 School Year
- \_\_\_\_ I have enclosed 2018/2019 Volunteer Form
- \_\_\_\_ I have enclosed my payment of \$15.00 for my 2018/2019 PTA membership

Please place a number from 1 to 4, with 1 meaning your 1<sup>st</sup> preference in the class parent position (s) you are interested in:

\_\_\_\_ Grade Level Leader    \_\_\_\_ Head Class Parent    \_\_\_\_ Outreach Class Parent    \_\_\_\_ Photo Class Parent

Parent Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

I would like to be a Class Parent for: (In order of preference)

Son/Daughter Name: \_\_\_\_\_ In Class (Teacher’s Name): \_\_\_\_\_

Son/Daughter Name: \_\_\_\_\_ In Class (Teacher’s Name): \_\_\_\_\_

Son/Daughter Name: \_\_\_\_\_ In Class (Teacher’s Name): \_\_\_\_\_

Please list the events that you volunteered for in the 2018/2019 School Year: \_\_\_\_\_