

HOMEROOM PARENT RESPONSIBILITIES

Thank you for volunteering your time to be a Homeroom Parent (HRP) for your child's classroom. You will serve the classroom in several areas with direction from the teacher or PTO and one of your most important roles is encouraging families to assist with needs as they arise.

As a Homeroom Parent (HRP) you will be responsible for the following:

- Assist the teacher inside of the classroom during PTO events and activities specific to that classroom, if needed.
- Recruit classroom parent volunteers for PTO events, when necessary.
- Responsible for counting and clipping Box Tops for your classroom. This occurs 2 times per year and will be split between the HRP's.
- Assist or provide volunteers to deliver Fall Fundraiser items to your classroom, if needed.
- Assist with assemblies or secure volunteers, if needed.
- Other duties, as needs arise.

**Note volunteer opportunities inside the classroom are up to the discretion of the teachers and there may be some teachers that will not have volunteer requests. However, there may still be PTO needs in coordinating volunteers.

Communication

To be effective and efficient in your role as HRC, you should obtain an email list of all the parents in your assigned classroom by referencing the school directory and confirming addresses with the homeroom teacher.

You will receive communication from the homeroom teacher, PTO committee chairs, and the PTO board. Please forward this information to all parents in your classroom in a timely manner, when requested.

Please be advised that this distribution list is to be used solely to assist the teachers in communicating classroom needs and to obtain volunteers and should not be used for any non-school events or activities.

Please use the BCC field when emailing parents in order to maintain privacy.

Teacher Gifts

Some HRP's may opt to organize a holiday and/or end of the year classroom collection for the homeroom teacher. Please note the following:

- Coordinating a gift-giving occasion for the teacher is not mandatory.
- Participation by classroom parents is always optional. You should not oblige parents to participate, you should not request any specific amount, and you should keep all contributions confidential.
- The names of all students in the class should be included on the gift card or note.
- Use the BCC field when emailing parents in order to maintain privacy.
- Refer to the sample letter on the RES PTO Website to send to parents if you choose to organize a class gift.