

**Room Parent Information
Murch Elementary
2023-24 School Year**

Are you interested in supporting your child's classroom on a more active level? Then [sign up](#) to be a Room Parent!

Volunteering as a Room Parent is a fun way to become involved in your child's classroom and support your child's teacher without too much time commitment.

What is a Room Parent?

A Room Parent is the parent or caregiver of a Murch student who volunteers for the school year to assist their child's teacher with: sharing information from the Home and School Association (HSA) about school/community events; organizing classroom celebrations and parent involvement; and collecting donations for teacher gifts.

How many Room Parents are there?

There are typically 3-4 Room Parents per classroom, but it depends on how many people sign up.

What responsibilities do Room Parents have?

There are several primary responsibilities that Room Parents have, listed below. How you divide them among your group of Room Parents is up to you.

- **Communications:** Room Parents share important information (from HSA, school, teacher) by email with all families in the class, usually in one weekly email. These communications often include time-sensitive reminders, volunteer opportunities, and upcoming events at the school.
- **Organize Class Celebrations and Parent Involvement:** Room Parents work in collaboration with the teacher to organize class celebrations and ask the teacher how they would like parents to be involved in the classroom. Class celebrations can include a class party in advance of the winter holidays, end of year, and any other times the teacher and class would like to celebrate.
- **Collect Donations for Teacher Gifts:** Room Parents collect monetary donations from families for teacher gifts during the winter holidays, Teacher Appreciation Week, and the end of the year.
- **Other Ideas:** If you have extra time to give, ask your teacher what else Room Parents can help with. Perhaps they could use help stuffing Friday Folders each week or hanging student art/work in the hallway.

What is the time commitment?

The Room Parent time commitment is about 1-2 hours per month, with extra time when planning special classroom events.

Can I be a Room Parent for more than one classroom?

Absolutely! You can serve as a Room Parent for each of your children's classrooms if you would like.

How do Room Parents collect monetary donations?

It works well if one Room Parent serves as the class treasurer. Their role is to solicit and collect donations from families via Venmo, PayPal, or cash for teacher gifts and other costs associated with class celebrations. Donations are always voluntary and any solicitations should make that clear.

There are two ways that Room Parents have approached donation collection:

1. At the beginning of the school year, Room Parents may choose to ask families to contribute toward a "class bank." There can be a suggested amount, such as \$25 per student, but families are asked to contribute an amount they are comfortable with. The treasurer will draw down from the class bank for class celebrations and teacher gifts. Additional donations can be requested from families if the funds in the class bank don't cover expenses.
2. Room Parents can request funds in advance of each class celebration or teacher gift.

How do I become a Room Parent?

1. Complete this [Sign Up Genius](#) to volunteer!
2. Attend the **Room Parent Orientation** on Thursday, September 14 from 7-8 PM in the Murch Cafeteria.

Questions?

Email the HSA Room Parent Coordinator at roomparents.murch@gmail.com