

2009-2010 PTA Room Parent or Grade Rep. Goals and Guidelines

September (Get Organized)

- **Each teacher has a different style of classroom management that should be respected and supported.** Please ask your classroom Teacher for a brief meeting to establish Volunteer Requests for the year, before Curriculum Night if possible.
- Create Class List and Phone Chain. A great opportunity to gather this information may be (after obtaining Classroom Teacher's permission) at the Curriculum Night. The class list should include at least one parent's email address for routine communication. Copies should be made for the classroom teacher and each Room Rep., and emailed to PTA Vice Presidents. Ask the teacher if the list is to be distributed to all families via the Friday folder.
- Create an e-mail group of your parents for routine communication (Please forward this information to the PTA Vice Presidents.)

Optional Event for Early in the School Year:

- Organize a classroom potluck at the home of one of the families in your class. These have been done with parents only or with parents plus children. (FYI – Some of the teachers elect not to attend these evenings.) **Alternatively, consider a grade-wide potluck: Contact PTA VP's Becca Fasciano or Christina Yee to structure this event with PTA support.**

September & October

Curriculum Night

- Provide a sign-up sheet at Curriculum Night for the specified (by the teacher) volunteer needs.
- Ask the classroom teacher ahead of time if you may have a few minutes to:
 - Introduce yourselves
 - Draw attention to volunteer opportunities
 - Highlight some of the planned PTA enrichment programs that are tentatively planned for your grade this year
 - Explain that these programs are paid for through the PTA's Annual Giving Drive that will take place later in the fall

After Curriculum Night:

- Solicit contributions of no more than between \$5 and \$20 from families for the year's classroom and teacher gifts. Please include language such as "or whatever you can contribute." This may be done via e-mail, snail mail, or phone calls. Set a deadline, and have the families mail their contribution to one of you. Providing a self addressed stamped envelope with the ask letter is an option.

November-December

- Tally class/teacher gift monies and divide between December and June
- Select a classroom gift for December (a suggestion)
- Select a more personal teacher & assistant gift for the end of year (remember that some classes use more than one assistant)
- Please forward information on choices to the PTA VP's.

January

- Solicit contributions for Bingo baskets (\$25 or less)

Spring

- Middle School Grades 5-8 Olympic Day Celebration
- Grades K-4 Field Day Celebration

May & June

- Teacher Luncheon: (during National Teacher Appreciation Week - 1st full week in May)
 - Grades K-4**
Each class should find 2 volunteers to provide a main dish to serve 8-10.
 - Grades 5-6**
Each class should find 2 volunteers to provide a salad to serve 8-10.
 - Grades 7-8**
Each class should find 2 volunteers to provide a dessert to serve 8-10.
- **Year-end Pool Party/Picnic:** If available, please sign up for a 30 minute shift to oversee any organized activities, as part of the celebration.
- Deliver end of year class or teacher gift!

Thank you for all of your time, passion, and labor. Together, we make a difference:

Co Vice Presidents Grades K-8

Becca Fasciano

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PTA Rep Goals

General ways to improve access to information:

- Please familiarize yourself with the Lincoln PTA Mission Statement, "PTA Year-at-Glance," and "Goals for the Lincoln PTA 2009-2010." (Attached)
- Learn what Assemblies and Enrichment Programs are planned for your grade.
- Please attend as many PTA meetings as possible, or visit www.ptalincoln.org, to increase your access to information from the PTA board, the Leadership Team, Superintendent, and others. PTA Board meetings are held monthly on the first Tuesday of the month at 8:30am in the Multi-Purpose Room, Hartwell. The November and March meetings will be held in the evening (location TBD).
- Communicate regularly with your grade's PTA VP about upcoming issues or emerging concerns. Also, help us shape the "job description" for your position of classroom representative.
- Attend Principal or Superintendent "coffees" targeting your grade.
- Consider attending School Committee Meetings when possible