



ROOM PARENT FORM

Room Parents play an invaluable role in the overall volunteer process of our school. Room parents are communicators who transmit information about school-wide events from the PTA and the administration to the parents to help parents feel informed, important and valued. Room parents are helpers who assist the teachers as needed and coordinate events within each class. As would be expected your role is dynamic and always evolving!

The main responsibilities of a Room Parent are to:

1. Create and distribute a Class Directory containing the names and contact numbers/e-mail addresses for all parents/guardians of the children in your class who wish to participate.
2. Coordinate with the teacher and other volunteers the planning of classroom activities.
3. Attend PTA meetings, or send a class representative to the meetings.
4. Communicate the information received from PTA and your teacher to all of the parents in your child's class, whether through the use of email and/or telephone.

The Classroom helper(s) will work with the Room Parent and offer assistance to the classroom teacher, if needed, with classroom projects, fieldtrips, celebrations, etc.

Please fill out the form below and return to school on/or before September 2nd. If you have any questions, please contact Maryann Kelly, Room Parent Chairperson, at (786)250-8829 or email kellymaryann2@gmail.com. Thank you so much for all volunteers who help make Kendale Elementary a quality school.



Your Name: _____

Child's Name: _____

Grade: _____ Teacher: _____

Your Phone Number: _____ Best time to call: _____

Email Address: _____

I would like to be: _____ Room Parent _____ Classroom Helper

YOU DECIDE how much time and effort you want to devote to PTA. Even 2 hours can make a **BIG** difference! I would like to help with:

- | | | |
|--------------------------------|--------------------|----------------------|
| ____ Hospitality | ____ Fall Festival | ____ Spring Carnival |
| ____ Friendship Picnic/Baskets | ____ Book Fair | ____ Fundraising |
| ____ Other | | |

I can help: _____ during school hours _____ during evening or weekends _____ from home