

# **SACRED HEART SCHOOL**

## **General Room Parent Guidelines-School Year 2007-08**

**The role of a Room Parent is that of assisting the teacher and the class activities that are geared to fundraising events, class sponsored events and events that require the Room Parent participation.**

**For your role as a Room Parent, you will "automatically" earn 25 service hours. You must attend ALL Room Parent meetings to "automatically" earn the full 25 service hours. If you can only attend certain meetings please be sure to fill out a service slip and Jen or Keri will sign off on it.**

**Your primary responsibility will be with assisting the teacher and Parent Club on classroom and school events.**

**The following also apply:**

- **Provide assistance or find other parents who might assist a particular classroom activity and/or Parent Club activities.**
- **Provide assistance or find other parents to assist with the classroom during special feast days/holidays. Your teacher will establish these dates. Always confirm with your teacher well in advance of the day to insure communication about time and teats.**
- **Assisting the teacher on finding parents to drive for a particular field trip when there is a lack of drivers for your class.**
- **Provide assistance with year-end classroom cleanup: covering books, cleaning shelves, ect. Sometimes this simply translates into calling/finding some parents for the classroom that can help.**
- **All classes will assist with the Jog-A-Thon, Halloween Party game booths, Valentine Day Dinner, Fish Fry and Parish Festival fundraisers. The respective event chairperson will contact you with further details.**
- **If your grade is hosting a Parent Club Meeting (meeting schedule is enclosed) please call parents for refreshments and other supplies.**
- **Celebrate teachers birthday (check with principal and other supplies.**

- **If you decide to send your room parents a flyer reminding them of an upcoming event or to communicate something, please e-mail Keri a copy and she can make sure it is approved and distributed promptly.**
- **You may be called upon to assist in the Faculty/ Staff Appreciation Luncheon. (TBA)**
- **Periodically remind you parents the deadline date to have their service and fundraising hours completed. (Date TBA)**

**Jen and Keri would like to THANK YOU for your participation this year. We look forward to a FUN and EXCITING School Year.**

**If you should have any questions or concerns, below is all of our contact information:**

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