

# The Clifton School

Room Representative Orientation

2015 – 2016

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# Room Representative Responsibilities

- Act as a **representative** for your child's classroom on the Clifton School PTA
- **Coordinate** with the classroom teachers and parents to **facilitate activities** and **share information** and **requests** throughout the school year
- Act as a **mentor** to new families joining your class
- **Responsibilities:**
  - Attend four quarterly PTA meetings
  - Coordinate volunteers for classroom sponsored Harvest Festival booths
  - Inform parents about the TAC and encourage 100% participation
  - Coordinate classroom donation to silent auction at TCSI Art Auction
  - Set up and manage class budget

# How to get started

- **Contact your Co-Room Representative and assign tasks:**

- Who will email parents?
- Who will handle the budget/money?
- Touch base with your sister classroom Room Reps
- Set up a drop box-use an old shoe box that the kids decorate

- **Send out a welcome email to parents in your class**

- Introduce yourself—include who your child is
- Give a brief description of your job as Room Rep
- Mention some of the upcoming events
- Provide contact information to parents in your class
- Encourage parents to volunteer, get involved, and join the PTA!

# Room Representative Responsibilities

- **Key dates to include in your introductory email**
  - **Clifton School Spirit Night:** Sunday September 13<sup>th</sup> 5:30-8:30pm Slice and Pint at the Emory Village
  - **Fall Harvest Festival:** October 31<sup>st</sup> 9am-12pm at the Clairmont Campus
  - **Teacher Appreciation Campaign (TAC):** November – December 2015

# PTA Meetings

- An opportunity to bring parents and school administration together to discuss school news and PTA activities
- All parents are welcome and encouraged to attend
- Room Reps should attend and act as a liaison between your other classroom parents and PTA
- 4 meetings per school year



# Harvest Festival



- Saturday October 31<sup>st</sup> 9am-12pm at the Clairmont Campus
- Activity booths for all ages, Live Bluegrass Band, Food Trucks, and Fun!
- Room Reps lead organization of class booth
  - Each classroom pairs with sister classroom (class they share a bathroom or kitchen with) to create a booth and staff it
  - Low cost, fall festival type activities:
    - Bean Bag Toss, Cookie Decorating, Pumpkin decorating, Dig for Duckies, Photo Booth, face painting, ring toss, corn hole, bracelet making
    - Set up a schedule and have parents sign up for a specific time to man the booth
- Parent volunteers are needed to help coordinate ticket sales, festival set up and clean up, organize class booths, booth set up and clean up



## Teacher Appreciation Campaign (TAC)

- Money is raised from parent donations which is pooled and distributed to all teachers and non-administrative staff
  - Separate from any performance based bonus teachers might receive from administration
  - Amount is split equally among all full time and part-time teachers
- 2014 Campaign:
  - 85% of TCS families donated \$38,853
  - Nine classes achieved 100% participation
  - Full time teachers and kitchen staff: \$315, Part time teachers: \$230, Clifton Guards: \$100
- A parent volunteer chairs the event helps to market the campaign and works closely with the treasurer to get the checks cut and prepares the donation receipts for the parents
- The campaign begins in early November and runs through the first week of December.
- Room Reps needed to communicate info about TAC to parents and encourage 100% participation

# Clifton School Art Auction

- Adult-only school fundraiser where pieces of art, created by each classroom, are auctioned in a live auction format
  - Fun theme, dinner, drinks, silent auction
  - parents in each classroom are responsible for donating a gift basket for the silent auction
  - Babysitting is available at the school for a great price
  - Last year \$11,000 raised to fund improvements to both campuses
- Parent volunteers needed for event set up and clean up, check-in, and check-out
  - Planning begins in December and runs through event in March
  - Room Reps coordinate the auction basket and help advertise the event





# Other Activities

- **Valentines Day Breakfast**
  - Parents bring in food for breakfast
  - "Type" of dish assigned by village
- **Teacher Birthdays**
- **Teacher Appreciation Week**
- **End of the Year Class Parties**



# Classroom Budget

- Decided on as a class—budgets do vary and donating money toward the class budget is not a requirement
- Many room reps request one sum donated at the beginning of the school year per child and the reps are responsible for handling the money and keeping up with a budget
- Note: Make parents aware that they are always welcome to see the budget if they'd like—so keep an organized and up-to-date excel spreadsheet

# Classroom Budget-Sample

Event	When	Dollar Amount Budgeted	Notes
Birthday-Teacher	Jan	\$53.00	\$50 cash and card from the class
Birthday-Teacher	Feb	\$53.00	\$50 cash and card from the class
Birthday-Teacher	March	\$53.00	\$50 cash and card from the class
Harvest Festival	October	\$35	Supplies for class booth
Gift basket for silent auction	March	\$50	Wine date night
Auction tickets for teachers	March	\$75	
*Teacher Appreciation Week	May	\$75	*can also be used for end of the year party
*Misc. \$\$	throughout the year	\$30	*can also be used for the end of the year party
total		\$ 424.00	
per child		Toddler 1 (10): \$42.00	



# Thank you for volunteering!

- Room Reps are a **vital** to the success of the PTA
- Most PTA Board members started off as Room Reps!
  - Meet other fun parents!!
  - Positively impact the Clifton School!!

**You must be the change you seek in the world**

**--Mahatma Gandhi**





**QUESTIONS?**





**THANK YOU!!!**

**SPIRIT NIGHT Sunday 9/13 @ Slice and  
Pint in the Emory Village 5:30-9:30pm.**

**Proceeds go to the Clifton School PTA for School  
Improvements!!**

**Contact the PTA for any questions/concerns  
[cliftonschoolpta@gmail.com](mailto:cliftonschoolpta@gmail.com)**