

ATTENTION PARENTS: WE NEED YOUR HELP
AS HOME ROOM COORDINATORS!

The St. Maurice School PTG Education Committee needs your help in maximizing parental involvement. Please consider volunteering as a homeroom coordinator or homeroom assistant.

Homeroom Coordinator Responsibilities:

- Focal point for parents as to any PTG related activities/questions, i.e. fund-raising, assemblies, participation in PTG sponsored events and activities. This job includes, but is NOT limited to coordinating classroom parties.
- Communicate and coordinate to insure that all families have the opportunity to participate in all PTG sponsored events and activities.
- Coordinate the “Emergency Phone Tree” as assigned by the Education Committee.
- Attend planning meeting.
- Coordinate Lenten Fish Fry Volunteers.
- Coordinate and assemble basket for annual Fashion Show.
- Enlist festival volunteers from your grade.
- 1st Grade Only: coordinate volunteers for kindergarten graduation.
- 7th Grade Only: coordinate volunteers for 8th grade graduation.

The Homeroom Coordinator Program:

- Homeroom Coordinators and Assistants will be assigned by the Homeroom Committee based on the homeroom teacher and PTG needs. Generally, each homeroom will have at least 1 coordinator and 2 assistants, though primary grades may have additional assistants based upon need. In situations where more parents volunteer for coordinator slots than are needed, a lottery method will be used.
- A sign up sheet listing all volunteer opportunities is included with these materials. The sign up sheets will be returned to the Homeroom Committee, copied and then sent to the individual homeroom coordinators.
- The individual homeroom coordinators will contact/obtain parent volunteers as required by the various PTG committees. Volunteers for activities that arise after the sign up sheet is issued, will be coordinated by the homeroom coordinators as deemed necessary (can be via telephone).
- Teacher’s gifts (for birthdays, holidays and special occasions) can also be organized by the homeroom coordinators, or the class may choose to do this individually.

Volunteers are need for:

- Classroom Parties, Field Trips and Homeroom Projects.

Classroom Parties:

- Homeroom Teachers will provide the Education Committee Homeroom Chairman with party needs the beginning of each school year. This will include supplies, crafts, games, and # of parents needed per party. It is up to the homeroom coordinator to determine if any additional funds should be assessed to cover party supplies.
- The “Homeroom Sign Up Sheets” that were completed by the homeroom families will be provided to each coordinator.
- Each party should have an “in charge parent” who will coordinate the party. Homeroom coordinators and assistants are not required to coordinate the parties, they should assign the “in charge parent” based on the parents interest.

- The “in charge” parent should contact the teacher prior to the party for additional directions.
- The contributing student/family of all donations of party supplies should be acknowledged verbally during the party.

Field Trips:

- Parents will be permitted to accompany the students on field trips as deemed necessary by the homeroom teacher. The parent’s role will be to assist the teacher with supervising **ALL** students.
- Parents will be selected via lottery so that each has an equal chance to attend. Younger siblings are **NOT** permitted to accompany the parent on the field trip. Please provide the homeroom teacher with the list of names contained on the “Homeroom Sign Up Sheet”.

Questions:

- Any questions related to the administration of the homeroom coordinator program should be brought to the PTG Education Committee Chairman.

Please return bottom portion:

Homeroom Coordinator Signup Sheet
Please include all “family” requests on one sheet
RETURN TO PTG EDUCATION COMMITTEE NO LATER THAN
FRIDAY, SEPTEMBER 7, 2006

Your Name _____

Phone Number _____ Email _____

Coordinator _____ Assistant _____ No Preference _____

As we would like to accommodate all requests, please indicate any homeroom that you are interested in volunteering in the event that you have multiple children in the school, and also in the event that there are many volunteers for one room and few (if any) for another room. You will NOT be placed in a room other than one indicated below.

Students’ Names and Homeroom Teacher and any preference to placement:
