



Old Farmers Road School PTA Room Representative Coordinator Form 2019-2020 School Year

It has been a busy and remarkable year. In preparation for the fall, we are currently seeking out volunteers to be Room Representatives for the 2019-2020 school year. **Responsibilities include, but are not limited to:**

- ◆ **PTA Meetings:** At least 1 Room Rep from each class must attend each general PTA meeting during the year.
- ◆ **Maintain class information:** This includes names and contacts for families; update during year if needed.
- ◆ **Class Communication:** Serve as a liaison to communicate information between the PTA and Teachers/Parents in a timely manner.
- ◆ **Teacher Assistance:** Coordinate classroom help requested by your child’s teacher.
- ◆ **Collect Class Funds:** Collect funds for teacher gifts, classroom parties & Tricky Tray fundraiser.
- ◆ **Class Parties:** Plan for activities & crafts for each party (there are 3 class parties a year; 4 in Kindergarten).
- ◆ **OFRS Yearbook:** Room Reps work together to design the classroom yearbook page.
- ◆ **Teacher Appreciation Gift:** Coordinate and present a handmade gift from the class.
- ◆ **School Fair:** Sign up for one, 30-minute activity at Fair.
- ◆ **Tricky Tray basket:** Plan for and create classroom basket for Tricky Tray Fundraiser.
- ◆ **Chaperone class trips**

The process of Room Representative selection will be done over the summer. We are not able to assign Room Reps until we receive the final class lists from the office, which is usually not until the week before school begins. Many factors go into the selection process. For example, the number of requests per class (some classes get multiple requests, while others do not receive any). ***Note** – selections are on a first come first serve basis; therefore, please return ASAP. We will do our best to honor your request, but in some circumstances, we may not be able to do so. As a friendly reminder, it is required that you hold a PTA membership if you are a Room Representative.

If you have any questions, please contact **Renee Puglisi, Room Representative Coordinator** at rpuglisi38@gmail.com

If you are interested in being a Room Representative for your child’s class, please return this form

- 1) via back pack in an envelope marked “Attn: PTA – Renee Puglisi”
- 2) via e-mail to Renee at the above e-mail address, no later than **June 17, 2019**.

Name: _____

Phone: _____ Date of Request _____

E-mail address: _____

Your Child’s Name: _____ Grade: _____

When was the last time you were a Room Rep for THIS child? _____

Other children at OFRS (name and grade): _____
