

# Room Representatives Guidelines 2010/2011

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Chair – **Mia Olaszek** – 630-820-8199 - [Olaszek@sbcglobal.net](mailto:Olaszek@sbcglobal.net)

## **School Rules:**

- ❖ Up to four adults maximum per party (their name must be on the list that Mia gives to the office staff)
- ❖ No siblings allowed at the parties.
- ❖ Treats must be store-bought but do not have to be individually packaged. All food items must strictly adhere to the teacher's classroom-specific restrictions listed on spreadsheet.
- ❖ Please arrive only 15 minutes before the party. The school does not allow entry earlier than that - you will just end up waiting in the hallway.

## **PTA Rules:**

- ❖ Room Reps and Head Room Reps are only allowed to attend one party. You may fill in, though, if you there is additional need.
- ❖ Budget: \$20 per party. To receive reimbursement, complete the PTA reimbursement form (available in the office) and submit it to the office no later than two weeks after the date of the party.
- ❖ As Head Room Rep, please:
  - ★ Ensure that all of your Room Reps are aware of the School and PTA rules.
  - ★ Schedule the Room Reps for all 3 parties, then notify all adults involved so they can plan at their convenience.
  - ★ Ensure all four adults have an equal opportunity to give input in planning the party they are scheduled to attend.
  - ★ For each party, solicit one name from the 4 party planners as "Lead" Rep for that party. The Lead may contact the teacher with questions, take charge of setting up the planning meeting with the other three Reps, etc.
  - ★ Send list of designated Room Reps for each party to the Committee Chair (Mia) by the deadline given-usually two weeks in advance. The Committee Chair needs to notify the school staff.
  - ★ If your classroom does not have enough Room Reps, try sending home an additional letter requesting help.
  - ★ If your classroom has too much help, try your best to accommodate everyone, blind-drawing names if necessary.
  - ★ As a courtesy, be sure to contact **ALL** who volunteered to run parties. We can't do ANY of this without volunteers, so they should always at least be acknowledged, even those who are not selected to run a party.
- ❖ Class gifts: It is ok to collect for a class gift for the teacher, but ensure that all parents are notified of the opportunity to donate, but are not required to do so. Do not list donor names on the card or exclude names of those who choose not to contribute. Any class gifts should be from the entire class.

## **Helpful Suggestions:**

- ❖ Ask for help with extra supplies from parents who cannot attend the party and those who signed up to donate. This will help keep you within the \$20 budget.
- ❖ 4th and 5th grades may use the gym for 15-minute per class. If you choose to do this, you must contact the Homestead Secretarial staff at 630-636-3100 to reserve the gym.
- ❖ If you were not chosen to run a party for your own child's class and would consider helping out in another classroom that is short on volunteers, contact the Committee Chair to see where help is needed.
- ❖ The 2010/11 party schedule can be found on the PTA website: [www.homesteadpta.org](http://www.homesteadpta.org). Click "Officers/Committees" on the menu bar, then click the "Room Representatives" link in the committee list.
- ❖ If in doubt, the Head Room Rep or Lead Party Rep should check for clarification on food allergies and also to ask the teacher for preferences regarding party activities.
- Lead or Head Room Rep should contact the classroom teacher a week before the party by email/call to let her know the general plan for the party.