

# room parent

## 2022-2023 training guide

### ★ key roles ★

- 1 Supporting your teacher** - learning experiences, supplies, other in-class programming  
**Liaison between the PTA and parents** -
- 2 forwarding emails, raffle baskets, yearbook photos**  
**Celebrate your teacher** - birthday,
- 3 holiday, teacher appreciation, end-of-year**

### millsparkpta.com

- Create your account
- Join the PTA - submit your \$15 annual dues under My Forms/Paperwork

### how to get started ★



#### Step 1: Email/meet with your teacher

Discuss his/her expectations for Learning Experiences, Character Education and any other classroom support.



#### Step 2: Get a list of parent emails

Ask your teacher for a list of parent/student names and parent emails. Create a mailing list to easily forward messages.



#### Step 3: Join our community board

In your PTA account, submit (or re-submit) the Family Information form. Under the parent info page, click YES on "Are you a room parent?" The Community Board can then be accessed under my Account. You will receive email notifications when we post updates.

### free & helpful sites

#### signupgenius.com

Make a sign-up list for items (learning experiences) or volunteer shifts (character education).

#### giftcrowd.com

Have parents join onto a digital gift card through a link. Your teacher can use the gift card at thousands of different stores.



### staff favorites

Collect money for optional class group gifts (holiday, birthday, appreciation week).

Consider Instructional Assistant, Specialists and AIG teachers. Consult our Staff Favorite Things list for gift ideas.

### main communicator

You are the primary liaison between the PTA and our families. Please be ready to forward our emails to your classroom parents in a timely manner.

### character education



- 1** Discuss with your teacher to decide days/times for monthly Character Education lessons.

- 2** Make a sign-up and ensure parents know where to find the materials.

★ **Additional info in handout from school counselors and by scanning QR code.**

### more info

- Check out our website link below
- Read our community board for updates and to find emails templates to send out
- Email Alana at [president@millsparkpta.com](mailto:president@millsparkpta.com) with questions

# 2022-2023 room parent training guide - learning experiences

## what are "learning experiences"?

Learning Experiences (LE) are our fancy way of saying Organized Class Parties. The typical format of an LE is "craft - game - snack" but this varies with the teacher and with your class needs.

Room Parents come up with the activities, arrange a signup list for materials and volunteers to man the stations.

Check with your teacher because each teacher has specific likes/dislikes.

## need ideas for LE activities?

Check out our online directory of Learning Experiences through your Room Parent Corner or the following websites:  
[www.teacherspayteachers.com](http://www.teacherspayteachers.com)  
[www.pinterest.com](http://www.pinterest.com)

## ingredients for a learning experience

★ 1 ▶

### Craft/game/snack instructions

Pick a theme and then get creative with a game, craft and snack that fit the theme. Or, use a cheat sheet (see left column) to come up with your activities.

★ 2 ▶

### Craft/game/snack materials

Make a list of what you will need. We recommend using [signupgenius.com](http://signupgenius.com). Email it out to your parents 2 weeks before the LE so you have time to collect. You can also give parents the option of donating \$5 so you can buy the materials needed.

★ 3 ▶

### Parent volunteers

Make sure to have spots on your signup so parents can come in, man a station and join in the fun.

# 2022-2023 room parent training guide - raffle baskets

## the deal with the raffle baskets

At our Spring Carnival, the PTA has a raffle to win themed baskets filled with \$100s worth of goodies.

- Examples of themes: Lego, Harry Potter, Camping, Spa, etc.
- It is our wonderful room parents who put together these amazing baskets from classroom donations.
- Students buy raffle tickets for the basket they want to win. Mr. Regan draws the winner of each basket after the carnival.

The Spring Carnival is one of our major fundraisers. Along with a day of fun activities, we have raffle baskets and a silent auction. Planning for this starts in January.

## step 1: team up

Later in the year, we will send out a list of room parent teams (your classroom will pair up with another classroom) and a sign-up for your theme. We will post these on the Community Board when available.

## step 2: pick your theme

One room parent from your team will sign up for a basket theme (date TBD).

## step 3: brainstorm

As a team, brainstorm items you would like to purchase for your basket.

## step 4: collect donations

Email your classroom parents. Collect donations of items from your list or of money you can use to purchase these items.

## step 5: put it all together

Have your craftiest team mate put together the basket. Take pictures of items before and after the basket is made. Make a list of items and their retail value.

don't forget to check the community board for all previously posted updates

# 2022-2023 room parent training guide - yearbook emails

## yearbook emails

You can email photos as attachments to yearbook emails and they will be automatically uploaded to the right folder for the yearbook team.

The email is usually:

**submit+\*\*\*2223@edophotos.com**  
with \*\*\* being the event or teacher name.

## for your classroom

**Email pictures from field trips, learning experiences or other class events to your classroom's yearbook email address.**

- Aim for 15-20 pics per classroom.
- The pictures must be in JPG or PNG format and sent as attachments so they can upload.
- You will receive an automatic confirmation email if pics were successfully uploaded.

## 2022-2023 timeline

### september

21st - Boosterthon Fun Run -  
submit+boosterthon2223@edophotos.com

### october

1st - Campus Beautification Day -  
submit+campus2223@edophotos.com

7th - Outdoor Movie Night -  
submit+movie2223@edophotos.com

12th - Walk/Bike to School Day -  
submit+walk2223@edophotos.com

19th - Storybook Night -  
submit+storybook2223@edophotos.com

22nd - Doughnuts with Grownups -  
submit+donuts2223@edophotos.com

### december

Holiday Cookie Exchange -  
submit+cookie2223@edophotos.com

31 - Deadline to order 5th grade legacy ad  
(unless sold out)

### january

7 - yearbook price increases

Health and Wellness Week -  
submit+health2223@edophotos.com

### spring

Staff/Teacher Appreciation Week - submit+appreciation2223@edophotos.com

Maniacs Marathon - submit+maniacs2223@edophotos.com

Spring Carnival

Field Day

5th grade Moving Up Ceremony

Yearbooks delivered

## classroom yearbook emails

### kindergarten

Kellogg submit+kellogg2223@edophotos.com  
Meyer submit+meyer2223@edophotos.com  
Milberg submit+milberg2223@edophotos.com  
Pagach submit+pagach2223@edophotos.com  
Salva submit+salva2223@edophotos.com

### 1st grade

Bernier submit+bernier2223@edophotos.com  
Dowell submit+dowell2223@edophotos.com  
Ingle submit+ingle2223@edophotos.com  
Noble submit+noble2223@edophotos.com  
Riggsbee submit+riggsbee2223@edophotos.com  
Schindler submit+schindler2223@edophotos.com

### 2nd grade

Blatz submit+blatz2223@edophotos.com  
Cogswell submit+cogswell2223@edophotos.com  
Fayad submit+fayad2223@edophotos.com  
Katzenberger submit+katzenberger2223@edophotos.com  
Puff submit+puff2223@edophotos.com  
Smith submit+smith2223@edophotos.com

### 3rd grade

Fischer submit+fischer2223@edophotos.com  
Kist submit+kist2223@edophotos.com  
Moxley submit+moxley2223@edophotos.com  
Murawa submit+murawa2223@edophotos.com  
Pollard submit+pollard2223@edophotos.com  
Schreiber submit+schreiber2223@edophotos.com

### 4th grade

Brooks submit+brooks2223@edophotos.com  
Hilliard submit+hilliard2223@edophotos.com  
Nixon submit+nixon2223@edophotos.com  
Reichel submit+reichel2223@edophotos.com  
Ware submit+ware2223@edophotos.com

### 5th grade

Daddona submit+daddona2223@edophotos.com  
McNamara submit+mcnamara2223@edophotos.com  
Mohn submit+mohn2223@edophotos.com  
Rochelle submit+rochelle2223@edophotos.com  
White submit+white2223@edophotos.com



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