

Thank you so much for volunteering to be a Room Parent and for helping the teachers make this year a success for each student. This guide is intended to assist you with understanding what is expected of a **Home Room Parent** and to give you guidance in planning events. Please email your teacher monthly. They will be your guide.

Keeping Children and Youth Safe: The Catholic Diocese of Fort Worth requires all volunteers in our schools and parishes to complete the diocesan Safe Environment course. Please view the diocesan website: www.fwdioc.org for more information.

If you have any questions, please feel free to call me at **(214) 536-7142** or e-mail me at **northtexas4@verizon.net**.

Sincerely,

Amy Roberts
Home Room Parent Coordinator

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Room Parent List 2014-2015

Teacher	Room Parent
Smith – PreK 3	Caroline Seward, Dr. Valdez
Mussacchio- PreK	Kandy Tobin, helpers: Debra Ordner, Erika Gonzales & Tammy Fettig
Hermes – PreK	Julie Payne, Marisol Hernandez
Castillo – Kindergarten	Theresa Dee, Angie Schmucker
Hogan – Kindergarten	Amanda Johnson, Cathy Lynch
Streib – 1 st Grade	Kelly Coppinger, Heather McKay
Takach - 2 nd Grade	Annette Bonfoey
Cuttica – 2 nd Grade	Katie Lira
Boos – 3 rd Grade	Amanda Tull
Kelli Briones - 4 th Grade	Mary Stroupe
Mrs. Dickey 5 th - Grade	Gina Elliott Finch, Makaela Nixon
Williams -6 th Grade	Michelle McDonald, Merynn/John Niewinski
Gigliotti – 7 th Grade	Jennifer Maxwell, Teresa Anderle
Regeci – 8 th Grade	Colleen Dunlop

2014 / 2015 SCHOOL EVENTS CALENDAR

SEPT. 24 - ROOM MOM MEETING

OCT. 25 - HOLYWEEN CARNIVAL

OCT. 30 - ALL SAINTS DAY

NOV. - ST JUDE TRIKE-A-THON (ROOM PARENTS WILL MOST LIKELY NOT BE NEEDED FOR THIS EVENT)

DEC. - FEAST OF ST. NICHOLAS / CANDY CANE & CARD IN SHOES

DEC. - CHRISTMAS PARTIES

FEB. 14 - ST. VALENTINES DAY PARTIES

MARCH 7- ANNUAL AUCTION

APRIL - OPTIONAL EASTER PARTIES

**MAY 7 - 1ST GRADE HOSTS 2ND GRADE FIRST COMMUNION
RECOGNITION MASS**

MAY 21 - 6 P.M., - 7TH GRADE HOSTS, 8TH GRADE PROMOTION

MAY 27 - FIELD DAY / YEAR END PARTY

Room Parent Responsibilities

- Meet with teacher at least once a month to go over classroom needs.
- Meet with classroom teacher to discuss and maintain classroom budget.
- Meet with the teacher to plan all parties / events. This is a rough guide some events may be added or deleted. Your teacher will be your guide!
- Make an email list of all parents in your child's class
- Use schools detailed calendar as a guide for upcoming events
- Make sure the auction project deadlines are met.

Party Rules and Guidelines

(from the Parent/Student Handbook)

In following our Catholic school mission, we focus on the spiritual meaning of the holidays and sharing them with our family and friends. Here are some guidelines/rules to remember to help focus more on the true meaning of our holidays from a Catholic-Christian perspective.

Class parties will be held:

- Before Christmas
- In honor of St. Valentine's Day
- After Easter for some lower elementary grade levels
- And as approved by the classroom teacher and the administration.
- **Classroom teachers are in charge of all activities that involve their class.** They will appoint volunteer room parents who will help the teacher plan activities that are appropriate. Parties are allowed for all grades.
- **Classroom teachers must approve all activities.**

Please keep in mind when planning these parties:

- Room parents are required to discuss party plans with their teachers.
- Our school is new, and we would like to keep it nice! It is the room parent's responsibility to ensure that the rooms are cleaned up after the parties.
- The school requires that only water or enclosed (i.e. Capri Sun) juice bags be used if the party is in the classroom.
- Please keep snacks healthy. (i.e. fruit, cheese and crackers versus only candy and sweets.)

Party Rules and Guidelines Continued

- Please take food allergies into consideration when planning snacks. The teacher and/or school nurse will have a list for each classroom identifying any allergies specific to the children in your classroom.
- Do not bring balloons to school, as some people our school community may be latex-sensitive.
- The first through third graders will be allowed to start parties around 2:30 p.m. for full days as approved by the classroom teacher and administration.
- The fourth and fifth graders will be allowed to start parties approved by the homeroom teachers and administration.
- Keep in mind that the older grades (6th through 8th) do not have as many parties during school hours because of their increased workload and special activities. Some of the older classes may do a project related to the holiday or provide a snack, which may or may not require the assistance of the room parents.
- If goodie bags are given out, keep them simple. Give the children items they may not normally receive for the holidays. One great idea is saint trading cards. Another is a holiday-related craft that the child may do at home. If the party bag has unique items in it, the bag will truly be a special treat! Please remember that any goodie bags provided must come out of the classroom fee budget. This will ensure that all classes are getting parties that are equivalent.

Letters Sent Home to Parents

- The school principal **MUST** approve all letters before being sent home to parents after it is first approved by the teacher.
- There is a two-day review period for the office to approve letters being sent home with students.
- All materials and information needing to be placed in the Brown Envelopes must be turned into the office by the first Friday of the month to be placed in that month's Brown Envelope.

Classroom Budget

(From the Parent/Student Handbook)

There is a one-time class fee per child to cover all classroom parties. The fee is included in the Activity Fee and is due with tuition. The classroom fee will be stored in the ICCS account. The room parent will use this money for all classroom parties. Please keep in mind that all grades K-7 are charged approximately \$4 per student and teacher for Field Day t-shirts, which is deducted from the classroom budget. Student planners are also deducted from the class room budget.

- **The classroom teacher must first approve any expenditure.**
- The Room Parent and/or volunteer pay for the items first and then get reimbursed through the school office. **Keep all receipts!!!**
- To get reimbursed, fill out a Requisition Form (one is included and you can get more forms in the office) and attach all receipts. Ask the teacher to sign the form. Turn in the form and the receipts to the school office.
- A check will be issued for the amount of the reimbursement.
- The person who purchases the materials/items must turn in a Requisition Form to the office no later than two weeks after the purchase to be reimbursed via the classroom fund.
- Make sure your volunteers know how much they can spend out of the budget for each event. Remember: work with your teacher regarding budget allowances.
- The classroom fee cannot be used for teacher gifts. Teacher gifts are an individual effort. Therefore, required fees may not be collected for teacher's gifts.
- For Principal's Day and Secretary's Day, the room parents may use a maximum \$1 per student for each day.
- Should any money be left from the class fund, that money may be applied to the class auction project. Additional money may be collected for the auction project on a totally volunteer basis, but may not be required of each individual. **Additional money donated to the class auction project by parents must be approved by the auction committee to be included in the mandatory \$150 per family donation. These approved donations will require a donation log to be submitted to the school office. Please keep in mind that only large purchases will apply and that only up to 2 parents per class may donate the full \$150 per family donation. The task of bookkeeping for small donations is very taxing and time consuming, and therefore should be discouraged. Please contact the auction committee with any questions.**
- Once all of a classroom's funds have been used, the room parents will not be allowed to ask for any more money from the classroom parents for parties, etc.
- Should any money be left at the end of the year, the room parents may work with the classroom teacher to determine an appropriate use for the funds. Any unspent funds as of May 30 will go into the school General Fund.

***PLEASE NOTE: FIELD DAY T-SHIRTS & CLASSROOM PLANNERS ARE DEDUCTED FROM THIS BUDGET. CHECK WITH YOUR TEACHER OR DIANE WHITE TO GET BALANCE IF NEEDED.**

Budget Worksheet

Grade: _____

Teacher: _____

Number of Students: _____

x \$20.00= \$_____

EVENT	AMOUNT BUDGETED	AMOUNT USED	EXPENDITURES TO DATE
TOTAL			
Remaining Budget- Teacher Supplies/Books			

Sample Budget Worksheet

Grade: 1st

Teacher: _____

Number of Students: 20

x \$20.00= 400

EVENT	AMOUNT BUDGETED	AMOUNT USED	EXPENDITURES TO DATE
Field Day t-shirts	\$85	\$85	\$85
Principal's day	\$20	\$15	\$100
St. Nick-Dec. 6th	\$5	\$5	\$105
Christmas Party	\$30	\$26.50	\$131.50
Valentines Party	\$30	\$22	\$153.50
Easter Party	\$30	\$30	\$183.50
Auction Project	\$150	\$150	\$333.50
Field Day-Snacks Drinks	\$20	\$19.80	\$353.30
End of Year Pizza party	\$30	\$24	\$377.30
TOTAL	\$400	\$377.30	\$377.30
Remaining Budget- Teacher Supplies/Books	\$0	\$22.70	

Event Descriptions PreK & Kindergarten

October

Halloween Carnival – Saturday, [October 25](#), 12:00-4:00pm

- Work with the Halloween Chairperson to assist with the event.
- Find volunteers to man your class's booth/game. The chairperson will have the items for your booth/game.

All Saints Day – [Oct. 30](#) Thursday

- **[2nd Grade](#)** will set up & serve light refreshments in the gym after Mass. Have coffee, water, capri sun & muffins or crescent rolls to serve (enough for kids and parents). Contact Tina, in the office, for help with setting up a table. Funds come out of class budget or you can ask parents to donate.

November

St. Jude Trike-A-Thon – this event may or may not require room parent help. The teachers will advise.

December

Christmas Party – get w/ teacher

You will need to meet with your teacher and plan a small party and/or craft.

February

St. Valentine's Day Party – get with your teacher. (not all classes do this)

You will need to meet with your teacher and plan a small party and/or craft.

March & April

Auction – Saturday, [March 7](#)

Easter Celebration – optional (discuss w/teacher-plan a small party and or craft.

May

Field Day – Tuesday, [May 27](#) (noon dismissal)

The teacher will have the items for the station, you will need to provide the Volunteers.

Event Descriptions

1st Grade

October

Halloween Carnival – Saturday, [October 25](#), 12:00-4:00pm

This event is held in place of Halloween events. Your role will be to:

- Work with the Halloween Chairperson to assist with the event.
- Find volunteers to man your class's booth/game. The chairperson will have the items for your booth/game.

All Saints Day – [Oct. 30](#) (Thursday) hosted by pre-k parents.

December

Christmas Party – get w/ teacher

You will need to meet with your teacher and plan a small party and/or craft.

February

St. Valentine's Day Party – get with your teacher.

You will need to meet with your teacher and plan a small party and/or craft.

March & April

Auction – Saturday, [March 7](#)

Easter Celebration – optional (discuss w/teacher-plan a small party and/or craft)

May

First Communion Recognition Mass Reception – [Thursday, May 7](#)

The 1st Grade parents host the reception after the 2nd Grade First Communion Recognition Mass. HSA pays for this reception. You will need to find out your budget from the HSA treasurer and turn in your receipts to her as well. Glamourcraft takes group and individual pictures after. See First Communion Reception page.

Field Day Tuesday, [May 27](#) (noon dismissal)

The teacher will have the items for the station, you will need to provide the Volunteers.

First Communion Reception

The **first grade** room moms host the 2nd grade “**First Communion Reception**”. This is a great way to see what your kids will get to do next year, and it’s a lot of fun! This is held in the front part of the church, Narthex, after Thursday’s Mass. You will serve cake and drinks to 2nd grade (and the parents if budget allows). Turn in receipts to office & reference HSA budget. Feel free to ask for help from your class parents, who will get volunteer hours. They can help set up, serve, and clean up after.

Details:

You will need:

- 1) Table (in Brides room & trashcan in Janitor room)
Get okay from church to use. 940-565-1770.
- 2) ALL WHITE CAKE (girls will be in white)
- 3) Clear drinks only
- 4) White plastic table cover (rectangle)
- 5) Forks
- 6) Plates
- 7) Trash can (get one on rollers from gym)
- 8) Knife to cut cake
- 9) Simple decorations

Event Descriptions

2nd – 6th & 8th Grade

October

Halloween Carnival – Saturday, [October 25](#), 12:00-4:00pm

This event is held in place of Halloween events. Your role will be to:

- Work with the Holyween Chairperson to assist with the event.
- Find volunteers to man your class's booth/game. The chairperson will have the items for your booth/game.

December

Christmas Party – get w/ teacher

You will need to meet with your teacher and plan a small party and/or craft.

February

St. Valentine's Day Party – get with your teacher.

You will need to meet with your teacher and plan a small party and/or craft.

March & April

Auction – Saturday, [March 7](#)

Easter Celebration – optional (discuss w/teacher-plan a small party and craft)

May

Field Day – Tuesday, [May 27](#) (noon dismissal)

The teacher will have the items for the station, you will need to provide the Volunteers.

Event Descriptions

7th Grade

October

Holyween Carnival – Saturday, October 25, 12:00-4:00pm

This event is held in place of Halloween events. Your role will be to:

- Work with the Holyween Chairperson to assist with the event.
- Find volunteers to man your class's booth/game. The chairperson will have the items for your booth/game.

December

Christmas Party – get w/ teacher

You will need to meet with your teacher and plan a small party and/or craft.

February

St. Valentine's Day Party – get with your teacher.

You will need to meet with your teacher and plan a small party and/or craft.

March & April

Auction – Saturday, March 7

Easter Celebration – optional (discuss w/teacher-plan a small party and/ or craft)

May

8th Grade Recognition (pass the light Mass)

8th Grade Promotion Mass Reception – Thursday, May 21, 6-9 pm at ICC.

The 7th Grade parents host the reception after the 8th Grade Promotion Mass, which is held in the evening. This is a more formal occasion. The HSA pays for this reception. You will need to get with the office at least 3 weeks prior to the event to send out and invitation and RSVP information so that you know how much food/drink to purchase. You will need to find out your budget from the HSA treasurer and turn in your receipts to her as well.

Field Day – Tuesday, May 27 (noon dismissal)

The teacher will have the items for the station, you will need to provide the Volunteers.

Auction: Class Project Guidelines

- Each classroom needs one project. If two classrooms of the same grade want to do the same type of project, that is fine, although you will need to have one from each class.
- The children must be involved in the project in some way.
- You may choose to make one large item that they all participate in or each child may make an individual item. If you plan to have each child make an item, the items must be grouped together so that ultimately there is one biddable item.
- The items do not have to be large, elaborate, or costly as far as supplies and time. Think of an item that you think your parents, and hopefully others, will want to bid on. Please plan ahead so that you can have the item completed by the deadline. We want to have photos taken and put onto the auction website so that they can be previewed well ahead of time.
- Your Project Idea is Due

- Your Project is Due

REMINDER:

- Should any money be left from the class fund, that money may be applied to the class auction project. Additional money may be collected for the auction project on a totally volunteer basis, but may not be required of each individual. **Additional money donated to the class auction project by parents must be approved by the auction committee to be included in the mandatory \$150 per family donation. These approved donations will require a donation log to be submitted to the school office. Please keep in mind that only large purchases will apply. The task of bookkeeping for small donations is very taxing and time consuming, and therefore should be discouraged. Please contact the auction committee with any questions.**

ICCS 2012 AUCTION LIST EXAMPLE

LIVE ITEMS - donated:

Principal for the Day, winner meets with Mrs. Schad and picks special events.
Dirk Nowitzki Game Worn Autographed Shoes, Jambalaya Cookout, Flat Screen TV, Winchester 30/30, Jet simulator experience, dinner with Bishop Vann, Crawfish Boil, Marriott Desert Springs Resort and Spa 2 night stay, Jamaican Ritz-Carlton Golf and Spa, Frisco Rough Riders Tickets, Orthodontic Treatment, El Guapo's Fajita Dinner for 20, Fuzzy Taco meal for 25, etc.

STUDENTS - CLASS AUCTION PROJECTS:

Pre-k 3: framed Guardian Angel prayer with kid's handprints.

Pre-k 3: Cross, painted by the students and basket with religious items.

Pre-k 4: Pasta bowls with handprints and fingerprints. Pasta meal related items.

Pre-k 4: Kids painted rocking chairs.

Kindergarten: Kids put personal touches on a cookie jar and did a recipe book. Also had a basket loaded with baking items.

1st Grade: Essential Day Spa gift certificates, robe, bath items, lotions etc.

2nd Grade: Students painted tiles for a concrete garden bench

3rd Grade: Students did a front porch planter and filled it with live plants.

4th Grade: Students painted tiles for a concrete garden bench.

5th Grade: Chess Set made from nuts and bolts.

6th Grade: Coffee Lover basket with Keurig maker and coffee items.

7th Grade: Italian basket filled with board games, movies and a night at Great Wolf Lodge.

8th Grade: Three-foot mosaic wall cross-created by students.