



Greenwood Elementary Room Parent Responsibilities

1. Attend a Room Parent Orientation and PTO office training as early in the year as possible so that the Room Parent teams can participate in the year's planning with the teachers.
2. Room Parents are encouraged to meet with their teachers right away to get information on activities planned for the year.
3. Room Parents will set up sign up genius links for families to volunteer in the classroom throughout the year. Sign up should be set up monthly.
4. Room Parents are responsible for coordinating class parties. Please reach out to the Treasurer to get your budget for the year and reimbursement forms for your expenses. Room parents should discuss parties with teachers at the beginning of the year and should let parents know as soon as possible when the room parties will take place. Room Parent will set up a sign up genius for parent volunteers who will help at the parties.
5. On auction years (every other year), Room Parents are responsible for helping with classroom baskets for the Auction.