

Dear Head and Co-Room Parents,

I wanted to thank you in advance for volunteering for the 2011-2012 school year as Head and/or Co-Room Parent. As always, your time and help is greatly appreciated in organizing and planning successful classroom parties for the kids and teachers. Please see the list below for the dates of the three Holiday Parties to be planned and organized with each teacher in advance by Room Parent(s) for the 2011-2012 school year (K-5 only).

October 31, 2011 - Halloween

December 16, 2011 - Winter Holiday Party

February 14, 2012 - Valentine's Day, Elementary School only

In the beginning of the school year, I will be distributing checks to each Head Room Parent for the annual allotment for these parties per BSPO. The Head Room Parent along with the Co-Room Parent(s) will need to plan for all items to be purchased for the parties. It is the responsibility of the Head Room Parent to contact the teacher and provide your contact information, coordinate party times, and communicate any pertinent teacher information to the rest of the parents. Head Room Parents may contact you to collect for teacher gifts.

The budget for the 2010-2011 school year is \$4.00 per child per party. It is imperative that everyone stays on track with this budget. In the past, some Room Parents have taken the burden upon themselves (out of pocket) and spent over the allotted amount per child. While we all appreciate this kind gesture, it is important that each child receives the same treatment per class and no child or parent feels one classroom party was better than another one (because spending and receiving more). After each party, Co-Room Parents are to hand in receipts to the Head Room Parent for reimbursement. Any money left over will need to be returned to the BSPO Treasurer before the May meeting, but it is expected that money allotted be spent.

For Upper school, grades 6 - 8, parents no longer run and manage the parties. Please coordinate with teachers to drop-off non-perishable snacks and other items for the parties with the teacher in charge.

There are also unique opportunities for room parents to help out throughout the school year in specific functions such as 5th grade DARE and 8th grade graduation. Your classroom teacher will share information on these opportunities throughout the school year.

Lastly, please refer to the Buzz Book for Room Parent Guidelines. Beginning this year, each classroom will be assigned 1 Head Room Parent and up to 3 Co-Room Parent(s).

Once again, I want to thank you for volunteering and please do not hesitate to contact me with any questions that arise or help that is needed during the school year.

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