

## ROOM PARENT ORIENTATION 2023-24

### Welcome

Room Parent Coordinator – Ashley Macken, (678) 232-7464 or [ashleymacken14@gmail.com](mailto:ashleymacken14@gmail.com)  
MPE Principal – Ayo Richardson  
MPE Assistant Principals - Michelle Gantenbein & Tarnisha Ruben  
PTA Co-Presidents - Cathy Malec & Sara Gillespie

### Volunteer Registration

All parents must register bi-annually on the district website before entering the classroom. You can do so at <https://www.fultonschools.org/volunteer>

### Room Parent Roles:

- **CONTACT PARENT:** the liaison between the teacher, the PTA and the classroom parents.
  - Each class has a CONTACT PARENT for two reasons:
    - Allows the teacher and PTA reps to communicate with one parent only and rely on that person to “get the word out” via class emails.
    - The Contact Parent can be the designated person to answer phone calls/emails, etc. from any of the parents in the classroom.
  - *Please forward emails received within 24 hours and remember to blind copy/BCC the parent emails. (Making a classroom email distribution list at the beginning of the year makes it quick to forward emails).*
  - Make sure Ashley Macken knows who the Contact Parent is and if there is ever any change.
- **TREASURER:** responsible for collecting funds and items needed for teacher gifts, class parties/activities/supplies.
  - Confirm receipt of money back to individual donor each time money is collected. Connect with Contact Parent to set a class budget. Email class your class budget.
  - Ensure that you log all money that is donated and track all expenditures (use the budget template). List all children by a number or letter – donations should not be listed by the child’s name. Be sure to hold on to all receipts for the duration of the year.
  - Send the updated status of the budget to the class parent as funds are used (what did you spend, how much is left).
  - Reminder: do not continually ask parents for money throughout the year. It is suggested that you request one donation before September 30th. Donations are voluntary, but please make parents aware of the specific ways the classroom funds benefit teachers and students.
  - **NEW THIS YEAR:** Please allocate \$20 from your budget to our Specials Teachers this year. **You can send via Venmo to Ligia-Vail**
- **EVENT COORDINATOR:** plans school organized parties and volunteer opportunities for the class.
  - K-2 parties include Winter Party, Valentine’s Day party, and End of the Year party.
  - 3-5 parties include a Winter Party and End of the Year party.
  - Finds class parents to volunteer in the classroom when the teacher has a need (mystery reader, field trip, etc.) and sets up a Sign-Up Genius to keep volunteers organized and to give all parents a chance to help.

### **\*5<sup>th</sup> GRADE ONLY: 5<sup>th</sup> Grade Farewell & Youth Day Parade Float**

- Please include information about helping with these special events at curriculum night and follow-up with an email to parents. (email template provided in slide deck)
- **5<sup>th</sup> Grade Farewell Chairs:**
  - Beth Kierkla [bkierkla@yahoo.com](mailto:bkierkla@yahoo.com) & Emily Shealy Ergle [mlyshealy@gmail.com](mailto:mlyshealy@gmail.com)
- **5<sup>th</sup> Grade Parade Float Classroom Leads:**
  - Ms. Eakins: Suzy Yonyoff
  - Ms. Green: Shannon Baker
  - Ms. Linn: Austin Nelson
  - Ms. Brooks: TBD

### **Yearbook**

- MPE School Code for TreeRing is 1014080408472412
- Use the TreeRing App to upload pictures from your phone
- To upload photos: Select Shared Folders on the left side drop down menu and save
- **Coordinators:** – Kristie Zachry & Jennifer Barton at [mpeyearbookcommittee@gmail.com](mailto:mpeyearbookcommittee@gmail.com)

### **50<sup>th</sup> Anniversary Gala & Fundraiser**

- Save the Date for our Golden Gala! **November 4th @ Brookfield Country Club**
  - Enjoy an elegant evening of live music, silent auction, food, & drinks
  - Tickets go on sale in September.
    - \$125 single ticket or \$200 for couples
  - We need your community connections to get corporate sponsors & silent auction items from local businesses. Please email us at [mountainparkfoundation@gmail.com](mailto:mountainparkfoundation@gmail.com)

### **Upcoming Curriculum Nights:**

- August 29 • 6:00 - 7:00 pm: **K - 1st**
- August 30 • 6:00 - 7:00 pm: **2nd - 3rd**
- August 31 • 6:00 - 7:00 pm: **4th - 5<sup>th</sup>**

### **Now What?**

- **Reach out to your classroom teacher:**
  - **Contact Parent** emails classroom teacher to:
    - Tell them who the Contact, Treasurer, and Events Room Parents are for the year
    - Request Class List & Parent Emails
    - Ask if the Room Parents can introduce themselves to the parents at Curriculum Night
- **Introduce yourselves to the parents at Curriculum Night**
  - *Introduce yourselves and explain roles (if just one person wants to speak that's fine too!)*
  - **Treasurer** explains the voluntary donation form: *Class funds are collected one time at the beginning of the year to set a budget for class parties, activities, supplies, teacher gifts, and the class Holiday Extravaganza basket.*
  - **Designate one Room Parent** to get parents excited about the opportunities this year! Ask for volunteers for:
    - Holiday Extravaganza
    - 5th Grade Farewell & Parade Float
    - Gala Sponsorships
- **Follow-up after Curriculum night for donations and volunteer opportunities**

- **Treasurer** log all donations on the budget template and sends parents a confirmation email that you received their donation.
  - Make parents aware of the voluntary class donation and ways that their funds will be used (teacher gifts, classroom supplies, class parties, Holiday Extravaganza, etc.)
  - Send out reminder for classroom donations once per week until September 30<sup>th</sup>.
  - Ask parents to send in completed Parent Info Sheets in their child's folder.
- **Room Parents** review class funds and set budget for the year after 9/30.

### **HELPFUL HINTS**

- Always use BCC function was emailing the class.
- Do not continually ask parents for money throughout the year.
- Coordinate with your classroom teacher and or parent volunteers 2 weeks prior to class events and a follow-up 2 days prior
- Money should never be collected or allocated to Room Parent gifts.
- REMEMBER IT IS THE TEACHER'S CLASS AND WHATEVER HAPPENS WITHIN THE CLASS IS UP TO THE TEACHER

**Find everything you need at our Room Parent Resource Page:**

**<https://www.mpepta.com/volunteer/room-parent-info/>**

**Thank you again for volunteering to be a room parent this year! Please reach out to Ashley Macken with any questions, concerns, or the best kind of outreach – suggestions!**

### **NOTES:**