

# Facilitator Guide

Topic	Speaker	Slide	Timing
Welcome	Ayo	2	5 mins
Intros	Ashley & Team	3-5	10 mins
Roles & Responsibilities	Ashley	6-15	15 mins
Holiday Extravaganza	Katie Jones	14	5 mins
5th Grade Farewell & Parade Float	Beth Kierkla/Emily Ergle?	15-16	5 mins
Yearbook	Ashley	17	5 mins
50th Anniversary Gala	Kathleen	18-19	5 mins
Closing & Q&A	Ashley		10 mins
		<b>TOTAL</b>	<b>60 mins</b>

# Room Parent Orientation

August 2023

MOUNTAIN PARK  
ELEMENTARY SCHOOL

**Welcome!**

Please find the table  
tent that has your  
grade level and say hi  
to your fellow room  
parents!

# Meet the Team



**Mrs. Ayo Richardson**  
Principal



**Ms. Michelle Gatenbein**  
Assistant Principal



**Mrs. Tarnisha Ruben**  
Assistant Principal



**Ashley Macken**  
Room Parent Coordinator  
[ashleymacken14@gmail.com](mailto:ashleymacken14@gmail.com)  
678-232-7464



**Sara Gillespie**  
PTA Co-President



**Katie Jones**  
PTA Co-President

# Introduce Yourself!

**With the people around you, share the following:**

- Your Name/Kid(s) Names/Teacher you represent
- What was your favorite memory from Elementary School?

**Timing: 5 minutes**

# Role Overview



## Contact Parent

- Single point of contact between the teacher, PTA, and classroom parents
- Responsible for relaying all emails and responding to all parent questions, emails, etc.
- Contact parent will receive emails from the PTA to forward to the classroom within 24 hours.  
*Remember to BCC parents!*
- Check in with the teacher periodically to see if there are any needs

# Role Overview



## Treasurer

- Responsible for collecting funds and items needed for teachers gifts, supplies, and Holiday Extravaganza
- Confirm receipt of money back to individual donor via email every time money is collected.
- Connect with classroom parents to set a budget (using the budget template).
- Ensure that you log all money that is donated and track all expenditures

# Budget Template

**Do not continually ask parents for money throughout the year.** Take up one donation by September 30th.

**List all children by a number or letter.**

Donations should remain anonymous and not be listed by the child's name.

**Remember that donations are voluntary.**

Make parents aware of the specific ways the classroom funds benefit teachers and students in your outreach.

Child	Class Activities/ Parties	Holiday Teacher Gifts	End of Year Gift for teacher	Birthday Teacher Gift	Classroom Supplies	General Fund	Total Amount Collected	Email Receipt Sent
Child 1						\$ -	\$ -	
Child 2						\$ -	\$ -	
Child 3						\$ -	\$ -	
Child 4						\$ -	\$ -	
Child 5						\$ -	\$ -	
Child 6						\$ -	\$ -	
Child 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Child 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Child 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Child 10						\$ -	\$ -	
Child 11						\$ -	\$ -	
Child 12						\$ -	\$ -	
Child 13						\$ -	\$ -	
Child 14						\$ -	\$ -	
Child 15						\$ -	\$ -	
Child 16						\$ -	\$ -	
Child 17						\$ -	\$ -	
Child 18						\$ -	\$ -	
Child 19						\$ -	\$ -	
Child 20						\$ -	\$ -	
Grand Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

[Download the Budget Template here!](#)



# Specials Committee

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**This year we have appointed a committee to celebrate our Specials Teachers!**

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**Classroom Treasurers please allocate \$10 from your budget and send to Ligia Vail via Venmo.**

## Meet the Committee:

Jennifer Barnas	Art
Shannon Granatelli	Construction/Library
Heather Nail	Music
Ligia Vail	PE

After your budget is finalized, please send  
Ligia Vail \$20 for the Specials Budget  
**Venmo: @Ligia-Vail**



# Role Overview



## Events Coordinator

- Plans all school organized parties for the class:
  - K-2: Winter Party, Valentines Day, & End of Year
  - 3-5: Winter Party & End of Year
- Organizes class parents to volunteer when the teacher has a need (mystery reader, field trips, etc.)
- Sets up a Sign Up Genius for each event to give all parents a chance to help and give the teacher visibility.

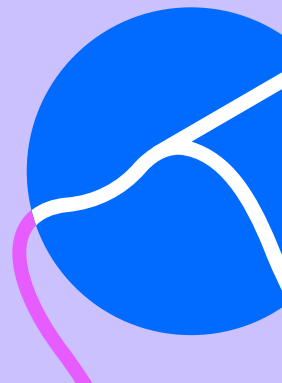
# Hot Tips for Class Parties



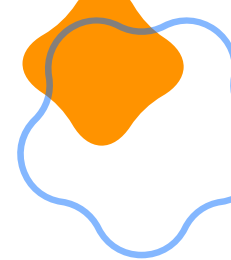
- **Keep it simple!** Always check with your teacher to discuss their expectations.
- Parent attendance at parties is limited to 5 adults. **Ask your teacher** her preference.
- Activities and decorations should **be inclusive** of the diverse beliefs of all students. (i.e. presents, snowflakes and winter themed ideas are appropriate for the Winter Party. Including a variety of holiday traditions at the party would also be acceptable.)
- Per Ms. Richardson, all class email distribution lists are to be used for school activities only. **Use the bcc feature** or a resource that hides emails (i.e. Sign-up Genius)



# **What do successful room parents do?**



# Hear from our MPE Teachers



I love when a room mom **checks in with me monthly** to see if my supplies are running low or I have needs in the classroom.

I love a **punctual** room parent. It's my pet peeve when the room moms show up at the party start time, and then need 10 minutes to set up before the kids can participate.

One year my room moms **arranged for lunch to be delivered** a few times throughout the year and it was such a special treat for me!

I would love if my room mom **coordinated my Mystery Guest Readers** for our class.

It really simplifies things for me when I have **1 point of contact** for the room parent and they handle all PTA & volunteer requests.

**Planning and executing class parties** is a huge help. I like when the room parents plan activities and provide incentives.



# Holiday Extravaganza Classroom Baskets

## Room Parent Responsibilities:

- Set a Basket **Budget**
- Choose a **Basket Theme** from the pre-approved theme list
- **Source Items** (Amazon Wishlist, Parent Connections, Local Business Donations)
- Assemble a **visually compelling** basket

## KEY DATES

**September 20th @ 6:00pm**  
Basket Kick-Off Meeting for Designated Room Parent(s)

**September 30th**  
Classroom back themes and general content list due

**November 9th-10th**  
Basket Item Drop Off & Decorating

**December 9th**  
Holiday Extravaganza



## HE Basket Coordinator:

Tasha Barton  
tasha.barton@gmail.com

# 5th Grade Farewell

Please include information about helping with 5th Grade Farewell at Curriculum Night and follow up with an email to parents.

## **Suggested Messaging:**

*The Fifth Grade Farewell committee is excited to start planning and seeking volunteers to share in coordinating the various end-of-year activities to celebrate our 5th Graders. If you are interested in helping with this year's Fifth Grade Farewell committee please contact the Committee Chairs.*

### **Coordinators:**

**Beth Kierkla**

[bkierkla@yahoo.com](mailto:bkierkla@yahoo.com)

**Emily Shealy Ergle**

[mlyshealy@gmail.com](mailto:mlyshealy@gmail.com)

# 5th Grade Youth Day Parade Float

Please include information about helping design and construct the Youth Day Parade Float at Curriculum Night and follow-up with an email to parents:

## Suggested Messaging:

73rd Annual Frances McGahee Youth Day Parade  
"Sounds of Roswell"

*Each year 5th Grade students and parents are invited to help design and build the MPE float for the Youth Day Celebration Parade. For MPE's 50th Anniversary we are excited for this year's float to be our best yet. A Parade Float Manager has been selected for each class to help coordinate volunteers and student parade participants. If you are interested in sharing your time and talents in designing and constructing this year's float please contact **PARADE FLOAT CLASS LEAD** @ email address.*

## Shoutout to our first ever Parade Float Class Leads!

<b>Ms. Eakins</b>	Suzy Yonyoff
<b>Ms. Green</b>	Shannon Baker
<b>Ms. Linn</b>	Austin Nelson
<b>Ms. Brooks</b>	TBD

# Yearbook 23-24

## MPE uses Treering for their yearbook.

It's put together by volunteers from the PTA.

Messages are periodically sent through the Mustang Flyer email for links to order and upload photos.

MPE School Code is **1014080408472412**

- Access your account via desktop or mobile
- Save 10% if you purchase by September 30
- Select "Public" for photos you share with the committee
- Email Editors Kristie Zachry & Jennifer Barton at [mpeyearbookcommittee@gmail.com](mailto:mpeyearbookcommittee@gmail.com) if you have questions or want to **volunteer as a grade rep or event photographer**.
- You can also email photos to the address above. Please label with grade, teacher or event.



**CAPTURE YOUR  
MEMORIES IN THIS YEAR'S**

**MOUNTAIN PARK ELEMENTARY SCHOOL  
YEARBOOK!**

To Purchase Your Yearbook  
Must be a parent or student 13 years or older.

1 Go to: [www.treering.com/validate](http://www.treering.com/validate)

2 Enter your school's passcode:  
1014080408472412

Regular price: **\$25.84**

Purchase by: **Mar 27**



**treering**




# Golden Gala



*Save the Date! November 4*

*Brookfield Country Club*

*Enjoy an elegant evening of live music,  
silent auction, food, & drinks*



We need your community connections to get  
corporate sponsors & silent auction items  
from local businesses.

Email us to help

[mountainparkfoundation@gmail.com](mailto:mountainparkfoundation@gmail.com)

Tickets go on sale in September

\$125 single ticket

\$200 couples



## THE PARK PROJECT

[www.mountainparkfoundation.com](http://www.mountainparkfoundation.com)

- K-1st graders use the existing playground
- 2nd -5<sup>th</sup> graders need a place to play
- New playground & recreational upgrades
- Led by Mountain Park Foundation
- \$300K fundraising goal



Mountain Park Elementary

**Foundation**

# Now What?

## BEFORE Curriculum Night

**Contact Parent** emails classroom teacher to:

- Introduce the room parents for the year
- Request Class List & Parent Emails
- Ask if the Room Parents can introduce themselves to the parents at Curriculum Night
- Ask how you & team can best support them this year.

## CURRICULUM NIGHT

**Room Parents** introduce themselves and their roles for the year.

**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.*

## AFTER Curriculum Night

**Treasurer** log all donations on budget template and sends parents a confirmation email that you received their donation.

- Send out reminder for classroom donations once per week until September 30th

**Room Parents** review class funds and set budget for the year after 9/30.

**Reminder:** Get parents excited about the opportunities this year! Ask for volunteers for

- Holiday Extravaganza
- 5th Grade Farewell & Parade Float
- Gala Sponsorships



# Curriculum Night – Save the Date!

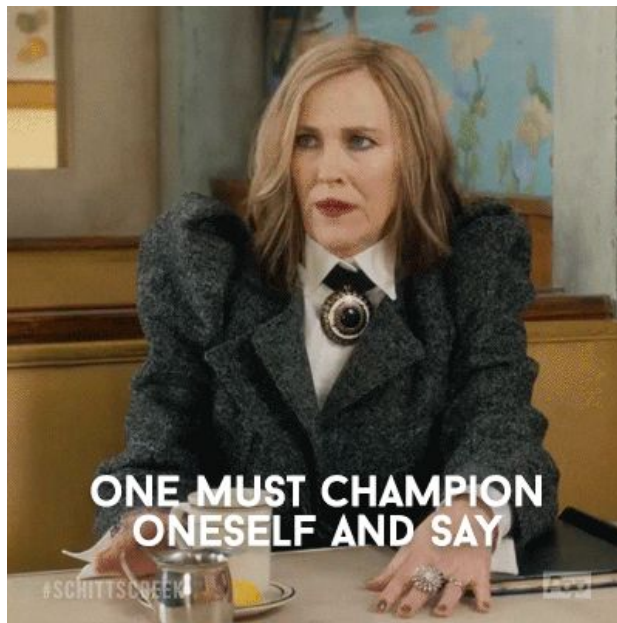
**Curriculum Nights are all in-person this year.** Ask your teacher to leave time for you to introduce yourselves to the classroom parents.

## 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 – 5th**



# Volunteer Registration

<https://www.fultonschools.org/volunteer>

## Volunteer Service Periods:

June 2022 thru May 2024

June 2024 thru May 2026

1

**All Fulton County volunteers must sign up bi-annually on the district website before entering the classroom**

Tip: Use a Desktop or Laptop to register. If you did not sign up last year, you need to register this year.

2

**Once you complete registration you are in the system until May 31, 2024. You will NOT receive confirmation.**

3

**You still need to check in at the front desk computer every time you enter the building!** You will need to bring your ID the first time you enter.



# Resources



## [Room Parent MPE Webpage](#)

Find best practices,  
templates, and this  
slide deck



## [Teacher Survey Responses](#)

Learn more about  
any teacher in the  
school from their  
responses to our  
teacher survey.



## [Contact Parent Directory](#)

A list of current  
contact parents  
by grade level.