



CLASS PARENT/CLASS HELPER VOLUNTEER FORM

Volunteering to be a Class Parent or a Class Helper for your child’s class allows you to participate and help out in the classroom during their special events/parties. Class parties are scheduled by the teacher, around their classroom schedule. You are required to be a PTA member to participate, and per school policy, siblings are not permitted in the classroom for these events.

Class Parent Responsibilities: Work closely with the teacher to manage class party dates, themes, and crafts. Provide clear communication to Class Helpers on all aspects of the class parties and other PTA volunteer opportunities. Request feedback, opinions, and ideas from the Class Helpers. Encourage collaboration and participation. Assign tasks to helpers so that they may contribute to the success of the party. Provide copies of the approved PTA Class Party Flyers to the teacher to distribute so that you may collect money in advance of each party to pay for supplies. Collect and keep track of money received and spent, as well as disperse money ahead of time or reimburse Class Helpers for any money they spend on supplies.

Grade Captain Responsibilities:

One **Class Parent** volunteer per grade will be selected to serve as their grade’s “captain”. This role serves as an important communication point-person. Information regarding events in which the teachers will need assistance with the class, such as Holiday Boutique and Plant Sale shopping, Read to Succeed book selections, etc, will be communicated by me to the Grade Captains who will then funnel the information to all the Class Parents in their grade. The Class Parents will then communicate the information to their Class’s Helpers.

Class Helper Responsibilities: Work closely with the Class Parent to help ensure a successful class party. Assist all the children during the parties. Pick up any necessary supplies.

You will be notified of your assignment prior to our **Class Parent Orientation night on Monday, October 23rd, 2017**. Please note that not every request can be honored. A lottery system will be followed in cases where there is more than one Class Parent volunteer. A Co-Class Parent format will be at the teacher’s discretion. Thank you and I am looking forward to an amazing school year!

Sincerely,

Jen Bender
 WMI PTA, 2nd VP – Head Class Parent / Jennifer.bender@zebra.com / 631-241-2427

✂ -----CUT AND RETURN ATTN “WMI PTA HEAD CLASS PARENT” BY SEPTEMBER 25th 2017-----

Your Name: _____

Phone: _____ Email: _____

Child’s Name	Class / Teacher	Circle one or both	
		Class Parent	Class Helper
		Class Parent	Class Helper
		Class Parent	Class Helper
		Class Parent	Class Helper

***Class Parent Volunteers:** Would you like to volunteer to be a Grade Captain? YES NO (circle one)

PTA USE ONLY:
 Confirmed PTA Member?