

Swedesboro-Woolwich PTO 2023-2024 Room Parent Volunteer Form

Complete this form **ONLY** if you would like to be considered for a Room Parent position.
Please keep this form stapled to the PTO Membership Registration Form.

The PTO seeks to provide each homeroom teacher up to three registered PTO Room Parent volunteers for grades kindergarten through fifth and one room parent for each of the sixth grade homerooms. Room Parent responsibilities are collaboratively established with your assigned teacher at the start of the school year and can include organizing classroom parties, chaperoning class trips, decorating for classroom events and providing communication to classroom parents. **Only Room Parents will be permitted to attend class parties.** You will also collectively work as a team with the PTO Vice President at your child's school to obtain registered PTO volunteers for our sponsored events as needed. PTO membership registration must be completed in order to be considered for a Room Parent position. Confidentiality is to be maintained with all Room Parent activities. There will be one Lead Room Parent for each classroom. The Lead Room Parent will be the main contact for all communication with the teacher. Additional Room Parents will work with the Lead Room Parent as a team to fulfill the responsibilities established at the start of the year.

The PTO offers a \$40 room stipend per classroom to assist with classroom party purchases. Please submit the Room Parent Stipend Request Form along with original receipts for completed purchases to receive reimbursement. Monetary and material item donations from families are also options to help with classroom event/party planning.

It is the policy of our school district that no children other than those registered as a student in the class are brought into the classroom for events. We strictly adhere to the current district food and photo policies.

If you have more than one child in the district for which you would like to be considered for Room Parent, please provide your order of preference and we will do our best to accommodate your request. You will be contacted via email on **Friday, September 22, 2023** if you have been chosen as a Room Parent. Please respond to this email when received to accept your Room Parent position.

A **MANDATORY** meeting for all selected Room Parents will be held on **Tuesday, September 26, 2023** at 7 PM in the Stratton Multipurpose Room.

Please complete the form below and return to school in your child's folder in a sealed envelope along with your completed PTO Membership form and \$5 membership fee. You may also place your envelope/forms in the PTO mailbox located in the school's main office no later than **Friday, September 15, 2023.**

Please label an envelope: "ATTENTION S/W PTO".
PLEASE PRINT LEGIBLY

ParentName: _____

EmailAddress: _____

Phone Number: (cell) _____ (home) _____

Child's Name: _____ Grade: _____ Teacher: _____

Child's Name: _____ Grade: _____ Teacher: _____

Child's Name: _____ Grade: _____ Teacher: _____

Preference: #1 _____ #2 _____ #3 _____

Comments: