



# Room Representative Manual

2022-23 School Year

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## Welcome and Thank You!

Thank you for becoming a Room Representative for your child's classroom!

Room Representative responsibilities are:

- Plan celebrations for the year (*example* - Halloween, Holiday, Park Day) You MUST discuss ideas with the teacher before planning these celebrations. Your teacher has the final say so please run your ideas by the teacher and work together to come up with a plan.
- Assist in coordinating and participating in grade level group activities for Teacher Appreciation Week
- Assist with coordinating and participating in end of the year (park day) grade level group activities
- Act as liaison between teacher and other parents from the classroom for class celebrations.
- Request in-kind or monetary donations for celebrations **(not to exceed \$5/child per celebration)**.

As a PTA Room Representative you are participating in a Hickory PTA Program. Hickory PTA is a separate non-profit legal entity, apart from Hickory Elementary and the Torrance Unified School District. As such, any requests made to parents of students at Hickory are separate from requests made directly by Hickory Elementary, teachers or administrative staff.

We wish you all lots of success and a great year! If you need any assistance or have any questions, please feel free to contact us!

**THANK YOU FOR JOINING!**

**TEAMWORK - Dividing Tasks, Multiplying Success!!!**

**Communication is what makes a TEAM strong!**

**Let the PTA know if you're interested in other Volunteer opportunities such as Bike Rodeo or Spring Carnival by completing the Volunteer Signup form:**

**<https://forms.gle/hQ4FyPHvnYFMekAA8>online volunteer verification form**

# VOLUNTEER REQUIREMENTS & GUIDELINES

In order to serve as Room Representative, you must be a designated volunteer. Please note these requirements and guidelines for when it is allowed for room reps to come onto campus.

## 1. Sign In and Attendance -when onsite

- Please report to the office and sign in per the front office requirements. Sign out when you leave campus.
- Report to your assigned classroom or destination.
- **Important! If ever you are unable to honor your volunteer commitment, please contact the PTA Volunteer VP - Sofia Yassin @ 703-798-8107 and/or email your teacher and co-room reps with as much notice as possible. This is to ensure that we can cover the activity for the class.**

## 2. Volunteer Guidelines

- The physical safety of children is always the first consideration. Never leave a child or children unattended.
- **Never, ever discipline a child with physical force.** Do not use negative “put down” language when reprimanding a child. If a child needs further attention, please tell the teacher.
- If a child confides to you that another adult is physically mistreating him/her, please tell a teacher immediately.
- All school volunteers should be dressed appropriately.

## 3. Requirements

- All volunteers must receive approval via Raptor by Torrance Unified School District in order to volunteer regularly on campus or chaperone field trips.
- As part of the online application process, all volunteers must submit a **TB Test/Risk Assessment Form**. **As of Sept. 17, volunteers are no longer required to have a covid vaccination or proof of a negative test.**
- **Volunteer Application**

## **CONFIDENTIALITY**

Please remember: CLASSROOM WORK IS ALWAYS CONFIDENTIAL!

- Any information you learn, read, hear or overhear regarding a child's school performance or problems is confidential. It is not to be shared or discussed with anyone except the classroom teacher.
- If you have a concern about a classroom procedure, be sure to discuss it with your supervising teacher.
- Questions asked by parents or neighbors about a specific child should be referred to the teacher or principal.
- Comparisons of other teachers and other classrooms are not to be discussed with other community members. You are in a trusted position and with trust comes responsibility for confidentiality.

## **TIPS FOR WORKING IN THE CLASSROOM**

- Remember that all children have worth and are special. Treat all children fairly and equally.
- Be alert to any irregularities in a child's behavior such as poor attendance, vision or hearing problems, and getting along with other children. Discuss these with the teacher.
- DO NOT discuss any child or his/her problem outside the room. This is most important. Nothing can harm a child or his/her parents more than to hear from another resource something, which may or may not have happened in the room. We depend on your confidentiality.
- Recognize and show enthusiasm for the accomplishments of children. Listen with interest to what they have to tell you. Learn from them and get excited with them.
- Allow each child to work at his/her own pace.
- Help children do work for themselves. Please do not do it for them.
- Encourage children to ask questions and make responses. "That's a good try" is better motivation than "You are wrong." Be specific with your praise.
- Be sensitive and responsive to the feelings of the children. Telling a child to forget a problem will only upset him/her more. When a child is upset, say: "I see that you are hurt (or angry, sad, etc.) Tell me about it."
- Remember PATIENCE.
- Keep your cool. When you are calm in an emergency, the children will follow your example.
- Use polite language, such as please and thank you. Remember, you are setting an example for the children.
- Don't be afraid to make mistakes. Learn from them, but ask the teacher to help if you can't handle the problem.

**Remember the important role you play as a volunteer in the educational development of children.**

## **CLASSROOM CELEBRATIONS**

As a Room Representative, you are expected to plan 3 celebrations and be the primary point person for Teacher Appreciation Week. Here are some things to keep in mind:

- 1. Consult your teachers in every aspect of planning your celebration.** This includes the list of activities along with time and date. EVERYTHING. The teacher has final say as to what happens in his/her classroom. Discuss plans with the teacher at least two weeks before the day of celebration.
- 2. All foods must be certified (see Volunteer Chair for more information).** If not certified, foods can be passed out at the end of class and taken home with children (i.e. Halloween candy).
- 3. TK/Kindergarten only.** We understand that Kindergarten classes may want/need more than the 3 listed celebrations included in the manual. If properly determined by Room Rep and teacher, additional activities/celebrations/donations are allowed. For additional activities, please use Approved Letter #3. Otherwise, please follow all other guidelines stated in this manual.
- 4. All communication sent home to parents must have prior approval by the PTA.**
  - a. The attached letters are prior approved for distribution to teachers and parents.
  - b. Any changes to these letters must be reviewed by the Teacher, PTA and/or Principal.
- 5. \$5 is the Maximum donation you may request from parents for each celebration.** PTA does not provide any funds toward these classroom celebrations. We encourage you to be creative and mindful of what to ask from parents in terms of donations. As a representative of PTA, you are allowed to ask for parents for up to \$5 per child per event. Any amount above \$5 needs to be approved by the principal before a request is sent to parents.  
**NOTE:** Some parents may donate more than \$5 for a celebration, which is fine.
- 6. Venmo and Paypal:** It's a good idea to set up a Venmo and Paypal account if you plan to ask for money donations if you don't already have one and keep track of the funds collected.

## GET TO KNOW YOUR CHILD'S TEACHER

Asking the classroom teacher to take a few moments to fill out a survey will guarantee you success when making decisions about gift ideas and acts of kindness throughout the year. Below is a sample survey that you can give your child's teacher to get to know his/her likes and dislikes, if any.

Dear \_\_\_\_\_,

I'm looking forward to working with you this year. In order to best serve you, please take a couple of minutes to fill out this survey. Thank you for your time!

### FAVORITE:

Food/Snacks:

Restaurants:

Stores:

Colors:

Things to do/Hobbies:

Please check anything you would enjoy receiving:

\_\_\_ Gift Certificates to: \_\_\_\_\_

\_\_\_ Manicures

\_\_\_ Pedicures

\_\_\_ Facials

\_\_\_ Massages

\_\_\_ Plants/Flowers

\_\_\_ Movie Passes

\_\_\_ Other: \_\_\_\_\_

(please specify)

## TEACHER APPRECIATION WEEK

**What is it?** A week set aside for parents and students to honor teachers for all they do.

**When is it?** Each Spring - April 24-28, 2023 (also check PTA calendar)

**What do I need to do?** Make your teacher feel appreciated!

Be creative! There are so many things you can do to make this week great for your Teachers. I will touch base with you as the date approaches. Anything you do for your teachers (and aides, if you like) is voluntary, can be low/no cost and is very much appreciated. Please remember, you do not need to do something everyday.

### Guidelines

- ★ Plan early. Speak with other Room Reps in the same grade and kick around some ideas. This is where your "Get to Know Your Teacher" guide is helpful!
- ★ Send a letter home (see sample) to your families explaining Teacher Appreciation Week is coming up. Make it clear that anything you ask for is purely voluntary.
- ★ Have the children do something...get them involved. They can write a note, draw a picture, decorate an item, etc.
- ★ You can choose to have the children do something small each day such as: providing a flower, a note, picture, or you can divide the class into small groups and assign different days or items. This is a great way that doesn't put pressure on parents and students to remember something every day.
- ★ You can also pool donations for a gift.
- ★ Scrapbooks and photo albums are always wonderful gifts and keepsakes. They honor the teacher, and the kids love them too. Again, it could also be a wonderful year-end gift too! You may ask parents to contribute photos, art projects and notes throughout the year.
- ★ This is not a competition amongst Room Reps. This week is for the teachers and you do not need to do anything elaborate.

## END OF YEAR PARK DAY

This is an "end of year" celebration that each grade participates in. Dates have been preselected and are on the master school calendar. Volunteers help coordinate games/stations for the day and as well as organize snacks and free pizza lunches for the students. I will be in touch with everyone as this date approaches to help coordinate.

# APPROVED EMAILS/ LETTERS YOU MAY SEND TO PARENTS

★ Ask your teacher for the parent email list

## #1 Letter of Introduction

Dear Parents/Guardians:

My name is \_\_\_\_\_ (I'm \_\_\_\_\_ parent). And I have the privilege of serving as Room Representative for Ms/Mrs/Mr (Grade class). I am very excited about helping our class coordinate various activities and celebrations throughout the year. Parent involvement is so integral to the success of our endeavors. With your help, I know we can enrich our children's education and make this a fun, memorable year!

In order to keep the lines of communication open, I will be sending you various notices informing and/or reminding you of upcoming activities for our classroom. Please be on the lookout for such notes via email (see below), so that I may better coordinate our efforts in planning.

Please don't hesitate to contact me with any questions you may have.

Thank you in advance for your support. I look forward to hearing from you!

Sincerely,

YOUR NAME

---

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

BEST TIME TO REACH ME \_\_\_\_\_



## #2 HALLOWEEN CELEBRATION

Dear Parents/Guardians,

We are planning a fun Halloween celebration for our children in Room \_\_\_\_\_. It will be held DATE AND TIME in the classroom. We're anticipating an exciting, memorable time!

The activities we have planned are as follows:

LISTED ACTIVITIES HERE

Additionally, we would like to ask for a voluntary donation of (up to \$5) per child to help cover the cost of activities. All contributions are very much appreciated.

Please return the bottom portion of this letter and let us know if you will be joining us at the celebration. Hope to see you there!

Sincerely,

YOUR NAME

.....  
STUDENT NAME: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

\_\_\_\_\_ YES, I will be joining

\_\_\_\_\_ Here is my donation to help cover activities

### #3 WINTER CELEBRATION

Dear Parents/Guardians,

We are planning a fun and festive winter celebration for our children in Room \_\_\_\_\_. It will be held DATE AND TIME in the classroom. We're anticipating an exciting, memorable time!

The activities we have planned are as follows:

LISTED ACTIVITIES HERE

Additionally, we would like to ask for a voluntary donation of (up to \$5) per child to help cover the cost of activities. All contributions are very much appreciated.

Please return the bottom portion of this letter and let us know if you will be joining us at the celebration. Hope to see you there!

Sincerely,

YOUR NAME

.....  
STUDENT NAME: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

\_\_\_\_\_ YES, I will be joining

\_\_\_\_\_ Here is my donation to help cover activities

#### #4 TEACHER APPRECIATION WEEK

Dear Parents/Guardians,

This year, Teacher Appreciation Week is from April 24-28, 2023. We have planned the following activities during the week to show Mrs/Mr \_\_\_\_\_ our appreciation for his/her hard work and dedication. Our schedule is as follows:

DAY/TIME -Activity

DAY/TIME - Activity

DAY/TIME -Activity

DAY/TIME - Activity

DAY/TIME -Activity

Additionally, we would like to ask for a voluntary donation of (up to \$5) per child to help cover the cost of activities. All contributions are very much appreciated. Please return the bottom portion with your donation.

As always, please feel free to contact me with any questions. Thank you so much for your support! I know Mrs/Mr\_\_\_\_\_ is going to have a very special week!

Hope to see you there!

Sincerely,

YOUR NAME

.....

STUDENT NAME: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_Here is my donation to help cover activities

## #5 END OF YEAR CELEBRATION –PARK DAY

Dear Parents/Guardians,

Can you believe it is near the end of the year already? We have one more fun event for our students coming up soon. The \_\_\_\_ Grade Park Day will be on (INSERT DATE/TIME). Our schedule is as follows:

DAY/TIME -Activity

DAY/TIME - Activity

DAY/TIME -Activity

DAY/TIME - Activity

DAY/TIME -Activity

As always, your support is welcome and needed. A voluntary donation of (up to \$5) per child to help cover the cost of activities. All contributions are very much appreciated.

Additionally, if you are available to help the day of the event, we would love to hear from you.

Lastly, we would like to take this opportunity to thank all of you for being so generous with your donations and time this year. We have really enjoyed being the Room Reps for Mr/Mrs \_\_\_\_\_. You all have helped to make this year so easy, memorable and fun!

Please let me know if you have any questions!

Sincerely,

YOUR NAME

.....  
STUDENT NAME: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ YES, I will be at Park Day!

\_\_\_\_\_ Here is my donation to help cover activities