

Class Parent Volunteer Sign-up

Responsibilities of a Class Parent

- Maintain emergency contact lists throughout the year.
- Be available to make phone calls for school closings and emergencies.
- Make budget vote reminder phone calls in May.
- Help enlist volunteers for various PTA events throughout the year.
- Organize classroom activities with the teacher (level of involvement in classroom activities varies amongst the teachers).
- Attend PTA meetings as often as possible in order to stay informed of school events, activities and issues.
- Enlist the help of other parents in your child's class for trips, parties, etc. when appropriate and in accordance with the **wants and needs of the teacher**.
- Collect for the teacher gifts (holiday and year-end)

How Class Parents are assigned

Class parents cannot be assigned until the class lists are made available in **LATE AUGUST**. Once the class lists are finalized, the Class Parent Coordinator will organize the volunteers by class and previous involvement as a class parent. There will be two class parents for each class. Class parents will be considered based on the following criteria:

- Must be a PTA Member
- In the event more than two volunteers have signed up, names will be chosen by "**lottery**".
- Priority will be given to those parents who have **never** had the opportunity to be a class parent for their child.
- In the event there aren't enough sign ups, parents who **have** been a class parent before will then be considered.
- **DEADLINE - AUGUST 30, 2011**

IF YOU ARE SELECTED, YOU WILL NOT HEAR FROM THE CLASS PARENT COORDINATOR UNTIL THE WEEK BEFORE SCHOOL STARTS!! PLEASE RESPOND PROMPTLY ONCE YOU ARE NOTIFIED. Thank you!!

Parent's Name _____

Phone # _____

Email _____

I have **never** been a Class Parent for any child_____

If more than one child attends Greenvale, please list your choices for class parent assignment in the order you would like to be considered. You will not be a class parent for more than one child in the same year. Please check all items that apply.

Child's Name _____ Grade (2011/2012) _____

I would like to be a Class Parent

I have been a class parent for this child before in grade(s) _____.

I have not been a class parent for this child before.

Child's Name _____ Grade (2011/2012) _____

I would like to be a Class Parent

I have been a class parent for this child before in grade(s) _____.

I have not been a class parent for this child before.

Child's Name _____ Grade (2011/2012) _____

I would like to be a Class Parent

I have been a class parent for this child before in grade(s) _____.

I have not been a class parent for this child before.

**Please send completed form to school in an envelope marked
"PTA - Class Parent Volunteer" or mail to:
Diane Filiberti * 195 Park Drive * Eastchester, NY 10709**

DEADLINE - AUGUST 30, 2011