

# Portola Springs Elementary PTA



## Room Parent Quick Guide

- ✓ Register on the PTA website at [www.PortolaSpringsPTA.org](http://www.PortolaSpringsPTA.org)
- ✓ Meet with your teacher to plan the school year, schedule the event and parties, and request a class roster to communicate with parents.
- ✓ Login and view the **Room Parent Central** site for your resources at [www.PortolaSpringspta.org/Page/PTA/RoomParentCentral](http://www.PortolaSpringspta.org/Page/PTA/RoomParentCentral). If this is your first time as a room parent, review the Room Parent Guidelines to help understand the role of a room parent.
- ✓ Send out a **Welcome Letter** introducing yourself to your classroom parents as soon as possible. Explain the school year plan, ask for donations and describe how the class funds will be used. A sample letter can be found on Room Parent Central.
- ✓ Reach out to those parents who haven't completed their **PTA Waiver Forms**. The instructions and sample email can be found on Room Parent Central.
- ✓ **Communicate** school-wide and classroom events to the parents. Fully disclose class fund usage and reserves throughout the school year. A quick reporting of how funds are spent should be sent at the end of each trimester.
- ✓ **Enlist** the help of your room parent committee and the other class parents.
- ✓ Contact the Room Parent Coordinators with any **questions**.

Thank you!

### Room Parent Coordinators:

Sandra Losito - [volunteers@portolaspringspta.org](mailto:volunteers@portolaspringspta.org)

Marjaneh Iida - [president@portolaspringspta.org](mailto:president@portolaspringspta.org)