

Maple Glen Elementary School Room Parent Request Form

Please Read! We have modified Room Parent Responsibilities to make it easier for you!

Serving as head room parent or volunteering to assist is an easy way to get involved in your child's school life. It involves 3 parties a year, helping celebrate teacher appreciation week, and opens the door for you to learn more about PTO activities.

- **Room Parent Meeting will be held on Monday, September 11th @ 9:30 a.m. in the cafeteria.**

The classroom parties planned for this year are:

- Friday, October 27th - Fall Festivities
- Thursday, December 21th - Holiday Party
- Wednesday, February 14th - Valentine Party

Each classroom party will be held at 3:00 p.m.

***** Please note - both 3rd & 4th grade will combine classrooms for one group party per grade for all three parties *****

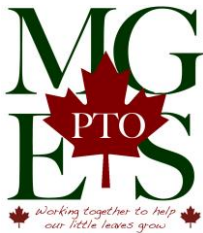
Room Parents need to work together to:

- ✓ Organize parties
- ✓ Collect Funds
- ✓ Work as a liaison to your class (Sharing important dates & information from PTO)
- ✓ Help us show appreciation to our teachers on special occasions
- ✓ Help with teacher appreciation week (Decorate door, encourage letters to teachers, etc)
- ✓ Coordinate & collect funds & items for your classroom's themed basket for the winter carnival auction

The Room Parents will be notified via email. Please feel free to contact me, Jessica Esslinger - jess@adamandjess.com, with any questions.

The PTO has setup several great Social Media tools to help keep us informed and to share information.

1. **The Web Page** - All forms and information can be found on this site. The web page will be updated regularly. The web link is <http://www.ptomges.org>
2. **Facebook Page** - <https://www.facebook.com/ptomgeswestfield> - be sure to "Like" the page to stay informed as the PTO will post weekly updates.
3. **Facebook Group Page** - **MGES Board/Committee/Teachers** - This is a group page open to the board, committee, room parents, & teachers only. This group page will be used to share information, ask questions, and serve as a form of communication on needs for the PTO.



Maple Glen Elementary School Room Parent Request Sign Up

If you are interested in serving as a room parent in your child's classroom, please fill out this form and return it to your child's teacher by: **Friday August 25th.**

Volunteer's Name: _____

Phone #: _____

Email address: _____

Child's Name: _____

Teacher / Grade: _____

Please check all that apply:

_____ I would like to be a Head Room Parent

_____ I would like help to plan, organize games, & be present at the Fall party

_____ I would like to help plan, organize games, & be present at the Holiday party

_____ I would like to help plan, organize games, & be present at the Valentine's party

_____ I would like to help & assist the head room during Teacher Appreciation Week (May 1-5)

_____ I would like to help collect items for the classroom Winter Carnival auction basket

***** 3rd and 4th grade (if volunteering to be a head room parent for these grades), check below if you are willing to serve as a grade liaison. The grade liaison will serve as the point person/lead for coordinating the 3 group parties between all the head room moms in your grade:**

_____ **yes, I am willing to serve in this role** _____ **no, I am not interested**

Thank you for offering to help make the 2015-2016 school year fun and eventful for our MGES Students and Teachers! Together we will work to help our little leaves grow!

Thank you,
Jessica Esslinger
Director of Parent Activities
jess@adamandjess.com