

Riffenburgh Elementary Volunteer Program
Pod Parent Responsibilities

Updated October 2012

- Contact teachers within your pod (K/1st, 2nd/3rd, or 4th/5th) about their volunteer needs. Let them know to contact you if additional volunteer needs arise.
- Assist VIPS Coordinators with making sure each class has a Room Parent, Carnival Booth & Theme Basket Organizer.
- Coordinate volunteers (along with VIPS Coordinators and Room Parents) to meet teachers' needs.
- Facilitate planning by room parents for holiday parties; holiday gift for teachers; and teacher appreciation activities. Contact room parents several weeks before parties or events to make sure they are aware of what they need to do and to find out if they need any help.
- Check in with class theme basket and class carnival booth organizers several weeks before each event to make sure they have a plan to organize class volunteers (e.g., soliciting donations for baskets, coordinating shifts for carnival booth).
- Thank room parents for their work at the end of the year (with a note or card, etc.).
- Contact VIPS Coordinators with any problems, concerns, or suggestions for improvement.

THANK YOU FOR SERVING AS A POD PARENT THIS YEAR!!!