

**Riffenburgh Elementary Volunteer Program  
Room Parent Responsibilities**

Updated October 2012

1. Coordinate three holiday parties (Halloween, Winter Holiday, Valentine's Day):
  - Contact each parent on your party volunteer list to determine who will supply snacks; craft and/or game; drinks; napkins/plates; goody bags; and anything else you decide to include in the party. Volunteers can help out the day of the party, but can also just provide supplies ahead of time if they are unable to be there.
  - **You are not responsible for the total cost of these parties.**
  - You may assign another parent to be in charge if you are unavailable on the day of the party.
2. Collect voluntary donations from class parents to purchase a holiday gift for the teacher.
3. Organize Teacher Appreciation Week in May:

Please check in with your teacher to find out what they are comfortable with for teacher appreciation week. They might like getting something small each day, or they might prefer just getting something on one day. They might like something homemade from the kids (like a card or note telling something they liked this year), or they might like receiving flowers, candy, or fruit. Ask the rest of the parents for help with whatever you decide to do after consulting the teacher.

4. Contact your Pod Parent or VIPS Coordinators with any concerns or suggestions.

**THANK YOU FOR BEING A ROOM PARENT THIS YEAR**