



Hello Classroom Coordinators,

Thank you so much for volunteering to be a classroom coordinator in your child's class this year! I hope you find this experience an enjoyable and rewarding one.

What you need to do

Please introduce yourself to the teacher as soon as possible and ask them to **share your welcome letter on SeeSaw** to introduce yourself to class families. **A template of the letter is included at the bottom of this communication.** This should be the only time you ask your teacher to post anything for you – the rest of your communications should be through direct email or letters.

Please plan to attend our start-of-year **class coordinator meeting**. An invitation will be sent in the coming days. And we need your support of our PTA by becoming a member! You can sign up [here](#).

Helpful reminders and resources

You should communicate with your teacher throughout the year and ask how to best support them – each teacher's needs differ. **Please avoid posting plan details or pictures in Facebook groups.** These should be reserved for email only as teachers are in these groups and can see everything. You can use Facebook groups to send reminders or to ask parents to check their emails.

Below is a list of events with additional detail to help you. Please note that all activities are optional except the **Teacher Appreciation Week** gift in May and **raffle basket** for the Fun Fair in June. You'll receive reminders and instructions at the appropriate time.

Visit the PTA website at helenkellerpta.net for important information including the PTA annual events schedule, Teacher Favorite Things and Teacher Amazon Wish List. Feel free to use their list as a guide and shop local when you can! If purchasing from Amazon, please shop Amazon Smile and choose Keller Elementary to receive a donation to our school.

If you have any questions or comments, you can email me at classroomcoordinator@helenkellerpta.net.

Warm Regards,
Melissa Golpe
Room Parent Coordinator





Room Parent Schedule 2023-2024

Mid-late Sept	Send teacher your welcome letter for SeeSaw
Early October	Check in with teacher to see if they'd like help with any Halloween festivities
October 31	Class Halloween party <i>*Half day – dismissal at 12:05pm</i>
December 1	Contact families to let them know if you will coordinate a class holiday gift/act of kindness or if parents should do something individually (class gift is optional)
Mid-January	Check in with the teacher to see if they'd like any help with Valentine's Day festivities
February 14	Class Valentine's party
Early-April	Prepare for Staff Appreciation Week (Mandatory) Collect money for a \$50 gift card for your classroom teacher <i>*In an effort to be equitable, all teachers will get a \$50 (maximum) gift card from their class collection. Any additional funds collected should go toward the June raffle basket for Fun Fair.</i>
4/29 – 5/3	Staff Appreciation Week (Mandatory) Present \$50 gift card on the scheduled "class gift" day <i>*Melissa will email you the date as the week approaches</i>
May 12	Start work on raffle basket for Fun Fair – theme due to Melissa by May 12 (Mandatory) Coordinate with your grade-level room parents to create a Sign-up Genius and email to all families
June 3	Raffle basket items due from your classroom families Start making basket (You can ask for help from other parents!)
June 7	Raffle basket must be delivered to volunteer room (Mandatory)

Dates are subject to change due to unforeseeable circumstances

Welcome Letter for Class Families
(Edit appropriately and email your teacher to post on SeeSaw)

Hello families,

I'm [name] and I'm [teacher's name]'s classroom coordinator this year. The classroom coordinators help with many things throughout the year like class parties, Staff Appreciation Week and helping to coordinate the Fun Fair basket at the end of the year with your other grade-level room parents. (One basket per grade).

In order to discreetly communicate with you throughout the year about class activities and teacher gifts, I will need parent emails. Please let the teacher know by September 30 if **you GIVE PERMISSION to share your email with me.**

Some coordinators like to give class holiday gifts and end-of-year gifts. Know that any donations for class gifts are **strictly voluntary** and choosing to donate any amount – or nothing at all – would be fine. No individual names are provided on cards to the teacher. The gifts will be from the entire class regardless of contribution.

Please visit the PTA website, www.helenkellerpta.net, where you can find general information and a calendar of annual events. While there, please sign up to become a PTA member. The PTA cannot do their important work without the annual support of our community members, families, and friends.

I look forward to getting to know everyone a little better this year. Thanks for helping to make this year great!

[your name]

[cell and/or email]