Room Parent Agreement



The following information is for your benefit. The PTO would like to highlight important considerations for the Room Parent in the agreement below. Please initial the bulleted information and sign.

As a PTO Room Parent, I understand and/or agree to follow the guidelines and recommendations set forth below.

* It is preferable that you commit to being the Room Parent for the school year. \_\_\_\_\_\_
* Attend General PTO Meetings monthly to stay up to date on current PTO events and other information. \_\_\_\_\_\_\_
* It is recommended that any monies received be recorded in a spreadsheet
	+ Who paid
	+ How Much paid
	+ Cash or Check
	+ Checks need to be made out to yourself. \_\_\_\_\_\_\_\_\_
* Parent email addresses are for PTO/school use only. Please do not advertise or solicit for anything outside of classroom or PTO events. \_\_\_\_\_\_\_\_
* When sending emails to parents use the BCC option only.
* We will not be using the PEX system this year for emails. Please use your personal email with the list of parent emails from your teacher. \_\_\_\_\_
* I will confer with the teacher on parties planned and preferences for activities and snacks.

* As a Room Parent, I will treat my volunteers as I would like to be treated. \_\_\_\_\_\_\_\_

I have read and initialed the above information. I agree to check with PTO Room Parent Coordinator Elaine Waterman at luluwaterman@gmail.com with any questions, concerns, or needs.

Room Parent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name

Please sign and return one copy to the Vice President Folder, above the PTO Lockbox, located just inside the front doors to your left. Please keep the other copy for yourself.