



Room Parent Agreement

Thank you for volunteering as a Room Parent at Flagstaff Academy! The following information is intended to clarify expectations for Room Parents so that we can all be on the same page and have a successful year! Please read through the following important considerations for the Room Parent, from the PTO, in the agreement below. You will be asked to agree to and acknowledge these considerations.

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

- I agree to serve as Room Parent for the duration of the 2020-2021 school year and will reach out to my Room Parent Coordinator ASAP should I need support with this or should my circumstances change.
- I agree to attend Monthly General PTO Meetings whenever I find myself able to, but will otherwise stay up to date on current PTO events and other information.
- I agree, that should I collect any monies in my capacity as Room Parent, I will record the following information about the payments (PTO recommends using a spreadsheet- your Room Parent Coordinator can help you sort this out if you need assistance)
 - Payor
 - Amount paid and purpose of payment
- I understand that parent email addresses are for PTO/school use only. I agree to not advertise or solicit for anything other than classroom or PTO events/purposes.
- I agree that, for the sake of protecting privacy, **when sending emails to parents, I will use the BCC option only.**
- I agree to use my personal email to correspond with parents, using the list of emails from my child's teacher.
- *If we make an in person return to school*, I agree to confer with the teacher on parties planned, for details about preferences for activities, snacks, and any allergies.
- I agree to treat any volunteers who help me in my role just as I would like to be treated.
- I agree to follow any regulations put forth by the school due to Covid 19 and the special circumstances of this school year.

I have read and understand the above information. I further agree to check with PTO Room Parent Coordinators Leigh Ann Ellett (hopela27@gmail.com) or Arianne Olson (arianne.rochelle@gmail.com) with any questions, concerns, or needs that may arise.

Thank you!