

## **Buckingham Elementary School Homeroom Coordinator**

Thank you for your interest in becoming a Homeroom Coordinator! Please take a minute to review the responsibilities of a HRC.

Duties include but not limited to:

1. Work with classroom teacher to gather parent contact information.
2. Provide "shelter- in- place" kit in classroom to be used for emergency purposes. The kit includes a water bottle and a dry, healthy snack for each child. Have at school by the end of September. (Please be mindful of food allergies).
3. Welcome new parents in your classroom to the school. Offer assistance and direction on school issues. Remind them of the Ice Cream Social.
4. Plan classroom parties (Halloween, Holiday, and End-of-Year). Coordinate parent helpers and food/drinks, plan entertainment (games/crafts) and purchase necessary supplies/paper products for each party.
5. Solicit parent volunteers when needed in the classroom for assistance with various programs (reading, science, and math).
6. Organize parent volunteers to represent class at the school Fall Fest.
7. Take pictures at classroom parties, school events and field trips and provide to Yearbook Committee.
8. Help promote school-sponsored events by distributing emails to your class as requested by the PTO.
9. Periodically check with teacher on any class updates, new students, special programs, class supply needs, etc.
10. Collect class funds and purchase modest holiday, birthday, teacher appreciation, and end-of-year gifts for teacher.

Note: Fifth and Sixth Grade parents will have additional work. Fifth Grade volunteers help with the Sixth Grade "Promotion" event in June and Sixth Grade HRCs need to ensure that we have volunteers to plan an evening Halloween party, 6<sup>th</sup> Grade Party, 6th Grade Breakfast and produce a video to be shared at the Promotion in June.

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If interested in being a Homeroom Coordinator for your child's classroom, please complete this form and send into the main office, to the attention of the PTO Secretary, by June 1st. HRC's will be notified of their position in August.

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Children's names and grades (entering in September)\*: \_\_\_\_\_

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