



# Simon Butler Elementary School



## Homeroom Coordinator & Party Planner Playbook 2023 – 2024

### *Welcome Homeroom Coordinators & Party Planners!*

At Butler, we strive for providing an excellent, well-rounded educational experience. To accomplish this, it takes an active, supportive community to provide the extracurricular activities that are essential for creating an experience that will build skills and life-long memories. We are very grateful for your willingness to serve in your child's classroom! Together, we have the privilege of enriching the elementary school educational experience for all Butler students!

This playbook was designed to help our Homeroom Coordinators (HC) & Party Planners as they organize classroom and PTO-related events, whether this is the first time they are serving in these roles or if they are a seasoned volunteer. This playbook has color-coded paw prints in the top right corner of each page to help you find what you need:



Pages with **2 GREEN PAW PRINTS** contain important information for **BOTH HC & Party Planners**



Pages with **1 BLUE PAW PRINT & A SOLID CIRCLE** contain information especially helpful for the **HC**



Pages with **1 PINK PAW PRINT & A DOTTED CIRCLE** contain information especially helpful for **Party Planners**

# Classroom Volunteer Positions & Primary Responsibilities



At Butler, all classroom families have volunteer opportunities throughout the year. There are 3 different types of volunteer roles:



**1 Homeroom Coordinator (HC)**



**3 Party Planners (PP)**

1 Halloween/Harvest Party Planner  
1 Winter Party Planner  
1 End of the Year Party Planner



**Room Parents**

All families are considered Room Parents

After classroom assignments are released, a sign up will be emailed to all families asking for individuals interested in serving in these roles. These volunteers are selected and placed by the PTO from those who have specifically signed up to volunteer for these positions.

Simply having a student in a Butler Classroom makes you a Room Parent!



## Homeroom Coordinator (HC)

- Serves as the primary contact between the parents and teacher or the school administration (principal, etc.), for all Butler-related communication.
- Works with the Party Planner to organize the volunteers, activities, and food for three classroom parties throughout the school year.
- Establishes a classroom activity fund by collecting no more than \$10.00 per child for supplies.
- Forwards PTO information to class parents as per request.
- Supports Spring Fair by helping to solicit parent volunteers and create a classroom Spring Fair Basket & Fun Jar.



## Party Planners

- Organize activities and food, and run their designated party (Halloween/Harvest, Winter, or End of Year) during the school year with the help of the HC and any interested Room Parents.



## Room Parents

- Volunteer their time to assist with classroom activities, parties and PTO events. Room Parents will volunteer for individual activities or offer to provide supplies as needed throughout the year. The HC and teacher will reach out to Room Parent volunteers throughout the year before each event/party when help is needed.

**NOTE:** If you have multiple children at Butler, parents are only permitted to be a HC for ONE classroom. Parents may serve as a party planner (if selected by the PTO) and room parent for multiple classrooms.



# Important School Policies for ALL Volunteers



## ! Maintain Confidentiality At All Times

As a Butler volunteer, you may be privy to information about your children's classmates and their families.

- All parent volunteers must agree to respect students and families.
- Under no circumstances, should you share private information with anyone about children other than your own.
- Violations of this policy will result in you being asked, by the principal or PTO, to step down from your volunteer position.

## ! Social Media Guidelines

- You are NOT permitted to post pictures of children, other than your own, on your personal social media sites, including pictures from classroom parties and other Butler events.
- Refrain from posting on social media sites about Butler Staff or students.

## ! Clearances & App Garden-Volunteer Tracker

*All volunteers MUST have their clearances completed, submitted and approved in the App Garden-Volunteer Tracker BEFORE being permitted to enter the school for classroom events.*

- Confirm that you have registered and uploaded your clearances into the App Garden - Volunteer Tracker.
- Check your volunteer card for expiration! Your clearances may have expired or will soon and you'll need updated clearances.
- If you are new to volunteering in CBSD, all volunteers in the classroom MUST have completed the Volunteer Paperwork & Clearances.
- Please create a login and begin the paperwork process to avoid unanticipated delays. You can do so by visiting this website: <http://www.cbsd.org/Page/355>

## ! Safety

For the safety of the Butler children, no parent is permitted to enter the school and walk in the halls without permission and a visitor's pass from the office.

- **Only adults with permission will be permitted to access the building.**
- **Teachers and staff will submit a list of expected visitors. Only those on the list will be permitted to leave the office and enter the main building.**
- Visitors must present their license and sign in at the main office. You will be given a visitor's badge to be worn while at Butler.
- At the end of your time, please return to the office to leave your badge and sign out.

## ! Food Allergies

- It is everyone's responsibility to help make sure classroom events are safe for all students.
- Ensure you are aware of food allergies in your classroom and if the classroom is a Peanut/Tree Nut Free Room.
- Remind each other and the teacher of allergies before and during classroom events

# Getting Started as a Homeroom Coordinator



## START

I'm so excited that I've been selected as a HC! Now what?

Congratulations! This is a rewarding role that will help bring joy to the students in the classroom you are serving in and will be of great assistance to the teacher throughout the year! The beginning of the school year is a critical time for the HC to ensure a strong foundation is built for the remainder of the year. Here is a checklist of the things you will want to complete right away to set the year up for success!

- ☐ **If not already completed, get your clearances completed**, submitted and approved in the App Garden-Volunteer Tracker immediately.
- ☐ **Attend the Virtual Classroom Volunteer Parent Tea.** This is an opportunity to learn about the HC role, ask questions and hear best practices from others who have served in this role. Even if you are an experienced HC, plan to attend the virtual tea so you can learn about any new guidelines for the new school year and share your wisdom with others new to the role! You will receive the invitation to this tea by the Classroom Volunteer Co-Chairs.
- ☐ **Schedule a meeting with the teacher** to discuss his/her expectations and ground rules for all party activities. The following page will provide more details about what to discuss.
- ☐ **Communicate Classroom Party Guidelines to all of your party planners**, after your meeting with the teacher.
- ☐ **Prepare an Introductory Letter to Classroom Families and Establish a Classroom Activity Fund.** In this letter to the entire class, you should introduce yourself, explain your role, ask for contact information, and request a donation for the classroom activity fund (which covers arts, crafts, games, and party supplies). No more than \$10.00 should be collected per student. A sample of this letter is provided in the Resources section of this playbook.
- ☐ **Submit your Introductory Letter to the Teacher for approval.** All communications must be approved by the teacher.
- ☐ **Make any changes requested and submit printed copies of your Introductory Letter to the teacher for distribution to families in Wednesday Folders.** You may also find it helpful to ask the teacher to send an electronic version to the class on your behalf.

## Other HC Responsibilities

### PTO Sponsored Events

Because you are the single point of contact between the teacher and parents, you will be asked to support PTO Sponsored events throughout the school year. A PTO chairperson may contact you for volunteers needed for special events. Volunteers are obtained by contacting all families in your classroom. You will have a role in supporting the annual Spring Fair – more information on that is provided in this playbook.

### Other Classroom Events

There may be times when teachers want to do something extra for the children in their class, like Thanksgiving dinner for the Kindergarten. Teachers will make you aware of these extra events. The HC will send requests for volunteers and/or food in Wednesday Folders and emails to Room Parents (entire class).

# Meeting with the Teacher and The HC Introductory Letter



## I've scheduled my meeting with the teacher. What should we talk about?

Some teachers have more formal guidelines for HCs and some are less structured - follow your teacher's lead when you meet with him/her. *Maintaining open, clear and consistent communication with your child's teacher throughout the year is the key to successful events.* During this meeting, you'll want to ask about:

- How the teacher prefers to communicate with you and how they prefer you communicate with classroom families.
- If there are any food allergies or sensitivities for students in their classroom.
- Classroom party guidelines and party food preferences. Teachers bring a wealth of experience with which activities and food work well for their grade level and classroom. *NOTE: In the resources section of this guide, there is a sample classroom party guidelines document – this information should be confirmed with the teacher at this meeting.*
- Other classroom activities/ways the teacher can use your help. There may be a specific grade-level or classroom community service activity where teachers appreciate assistance from the HC.
- Your ideas! Share any ideas you have for the year.
- Ask if dates/times for the Halloween/Harvest party have already been determined.
- Typically, the HC requests volunteers for classroom events, however, some teachers prefer to do this instead. Confirm with the teacher about his/her preference.

## Why do I need to send an Introductory Letter?

The Homeroom Coordinator Introductory Letter is an important part of establishing a great foundation for the school year for the following reasons:

- It lets the families in the classroom know who you are and your role.
- It allows you to get important information out to them that will help them throughout the year.
- It allows you to collect the classroom activity funds and gather contact information for families for use throughout the year.

You can find an example letter in the resource section of this playbook.

# The Classroom Activity Fund



## What is the Classroom Activity Fund?

It is a donation of money requested at the start of the school year to be used for arts, crafts, games, and other party supplies for classroom parties throughout the year. *Donations to the classroom fund should not be disclosed to anyone, outside of the budget for each party to the party planner.*

## How much is the Classroom Activity Fund Donation?

You may request up to \$10 per student.

## How do I collect these funds?

You should include this request in your introductory letter with a due date. Per your preference, families may provide their donation as:

- Cash – be prepared to provide change, if needed.
- Check made payable to “Cash”.
- An electronic means of your choosing that DOES NOT charge a service fee (ex: Venmo/between friends).

The easier you can make collecting this contribution will usually result in more families contributing. It can be helpful to provide an envelope (marked with the HC’s name) with the hard copy of their introductory letter that gets sent home, so parents can easily return a cash or check donation and the contact information form.

## How do I document these donations?

Families appreciate it when you contact them after receiving their donation to let them know it made its way to you. This is especially appreciated with cash contributions. You should also have a way of tracking contributions and expenditures accurately to document how much was collected and how it was spent, such as a spreadsheet.

## What if I don’t receive donations?

Donations are not required, and families should not feel pressured to contribute. You may request donations through your introductory letter and ask the teacher to send a reminder 1 or 2 times about contributions.

## How do I use this fund?

The HC adds up the total amount and divides it by 3, to provide a party budget to each party planner. For example, if you collected \$90 total, you would budget \$30 for each classroom party.

## How do I disburse the funds?

Ask the party planner to provide you with receipts that document the expenditure of the budgeted party funds. You can then reimburse them via cash/check/electronic means without a service charge.

## I have leftover funds. What do I do?

All funds must be used by the end of the school year. Remaining classroom party funds can be used to purchase items for the Spring Fair Basket or items for the students or classroom, including games for indoor recess, outdoor recess equipment, or books for the class.

# Planning Classroom Parties for Homeroom Coordinators



## START

**It's time to plan a classroom party! What do I need to do?**

The Homeroom Coordinator is the “Chief of Staff” when planning classroom parties and other classroom events. You work with the party planner and the teacher to ensure that the guidelines the teacher established for food and activities have been followed. You also ask for volunteers to help at the party and request any supplies/food you need. Some teachers prefer to request volunteers and handle that process, so make sure you confirm with your teacher about how they would like to handle it.

**Here is a general checklist of your responsibilities, but always confirm preference with the teacher.**

- ☐ **Contact the teacher to find out the assigned date/time for the party.** Usually, grade-levels hold their parties at the same time and that is assigned by the school.
  - Halloween/Harvest: This is typically on the day of Halloween and a time is assigned. Ask your teacher about this at your first meeting.
  - Winter: Even though the Halloween/Harvest Party has just finished, reach out in mid-November (before Thanksgiving week) to find out if a date/time has been determined.
  - End of the Year: Reach out in early May to find out if a date/time has been determined.
- ☐ **Communicate the assigned date/time and budget for the party to the party planner.**
  - Remind them of the party guidelines/classroom allergies.
  - Provide a date for when you would like their party plan to submit to the teacher.
- ☐ **Review the party plan**, when provided by the party planner, to ensure it adheres to the party guidelines provided.
- ☐ **Submit the party plan** to the teacher for approval and provide any party plan feedback from the teacher to the party planner.
- ☐ **Send an email AND a printed notice for Wednesday folders to the entire class to request volunteers & supplies.**
- ☐ **Send the teacher a list of individuals who volunteered to help** and reach out to the selected volunteers after the teacher provides the list of selected volunteers from the lottery to give them the details of the party.
- ☐ **Send the SignUp Genius to classroom families** (if not included in the volunteer request) to request food/supplies for the party. For safety, be sure to include reminders about any food allergies in your classroom.
- ☐ **Check in with the party planner to ensure everything is ready prior to the party.**
- ☐ **Reimburse the party planner, up to planned party budget, when he/she provide receipts.**
- ☐ **Remember to thank the students, teacher, party planner and volunteers the day of the party!**



# Planning Classroom Parties for Party Planners



## START

**It's time to plan my assigned classroom party! What do I need to do?**

Congratulations! This is a rewarding role that will help bring lots of fun to the students in the classroom you are planning the party for! Students love classroom parties, and your role is important to making sure it is fun for students and runs smoothly for the teacher. The Party Planner is responsible for planning your assigned classroom party (Halloween/Winter/End of Year). You work with the HC to ensure that the guidelines the teacher established for food & activities have been followed. You plan the activities, food & supplies needed for the party. It is the party planner's role to ensure that all party activities are prepared & ready for the day of the party & to run the party in the classroom the day of the event.

**Here is a general checklist of your responsibilities, but always confirm with the HC for teacher preferences :**

### Before the Party:

- ☐ **Plan the activities and food you would like to have at the party.**
  - Provide a written party plan to the HC so that it can be submitted to the teacher for approval.
  - Written plans can be in any format that you prefer that is easy to follow and provides the activities and food.
  - Plans should include the planned food so teachers and HC can confirm it meets the needs of the classroom.
  - A sample plan is included in the resources section of this playbook.
- ☐ **Send your plan to the HC. They will submit it to the teacher for approval and provide you with any requested changes to the plan.**
- ☐ **Create the SignUp Genius** to request food/supplies for the party & send the link to the HC to distribute to families. For safety, be sure to include reminders about any food allergies in your classroom.
- ☐ **Purchase the supplies you need for the party in accordance with the party budget.**
  - Be sure to save your receipts so you can be reimbursed up to the party budget amount by the HC.
- ☐ **Ensure any prep work for party activities has been completed in advance of the party.**
- ☐ **Provide the HC with any important details for the classroom volunteers, such as activity assignments.**

### At the Party:

- ☐ **Consult with teacher on logistics of running the party.**
- ☐ **Assign the volunteers roles to help.**
- ☐ **Lead the set up and clean up.**
- ☐ **Explain party activities to volunteers and students, if preferred by teacher.**
- ☐ **Partner with HC and teacher to keep party on time.**
- ☐ **Thank all the volunteers, students and teacher for a helping to make it a great party!**



# ***Spring Fair Support for Homeroom Coordinators***



The Annual Spring Fair is much anticipated by students and parents alike each year! It is Butler's biggest fundraiser and a school-wide event. This event cannot happen without the support of many volunteers and everyone's role to help with the Spring Fair!

Each class is responsible for providing volunteers at the Spring Fair and donating items to a "Raffle Basket" and "Fun Jar" to be raffled off at the Fair. As a HC, your specific role is to help the PTO by helping to secure Spring Fair Volunteers for your classroom (10), create a class Raffle Basket and Class Fun Jar.

You will receive specific instructions and communications from the Spring Fair Co-Chairs before you need to take any action. Typically, you will:

## **1. Select the Theme for the Classroom Raffle Basket & Fun Jar**

- A few months prior to the fair, you will receive a communication with a sign up to select the theme for your Classroom Raffle Basket & Fun Jar from the list of provided themes. Fun Jars are like mini-raffle baskets, but for kids, that they can win at the fair. Ex: a jar of gummy bears/candy or a jar of craft tape.

## **2. Help Secure Spring Fair Day Volunteers From Your Classroom**

- The Spring Fair Volunteer Coordinator will contact you sometime during late winter, informing you about how the volunteer sign-ups will happen.
- You will need to contact the families in your class, letting them know of the procedure.
- If the sign-ups are electronic, an email will be sent to the family reminding them of their commitment.
- However, if the sign-ups are not electronic, it is the HC's responsibility to send volunteers a reminder.
- Other options may be available for families unable to volunteer at the Fair - contact the Spring Fair Volunteer Coordinator for these options.

## **3. Create a SignUp Genius for Class Contributions to the Raffle Basket and Fun Jar and collect the items**

- You will receive specific instructions from the Spring Fair Co-Chairs on how and when to do this.

## **4. Put together the Classroom Raffle Basket & Fun Jar**

- You will receive specific instructions from the Spring Fair Co-Chairs on how and when to do this.

# Class Teacher Gifts



As a Homeroom Coordinator, it is up to you if you would like to coordinate and ask for contributions for a class gift for the teacher around the holidays and/or at the end of the year.

All donations should always be voluntary and at the discretion of each family. Please be considerate when sending emails to your class to ask for contributions. There should be no mentioning of names or sending information regarding how many families did or did not contribute to the gift. No actions should make others feel pressured or uncomfortable.

Keep in mind some families will purchase a gift on their own and some families might be having a difficult time financially. Remember that when presenting the gift to the teacher that it is from the class. The students should feel included whether or not the parents decided to participate in the group gift.

When collecting for class gifts, it is important to keep careful records of contributions. It's good practice to send an email to all parents (regardless of contribution) to thank them and share the details of the class gift that was purchased.

**Below is a sample communication you could send:**

**Subject: For Your Consideration: Class Gift for <<Teacher Name>>**

**Hello <<Teacher Name>> X Grade Families!**

I hope this message finds you all healthy and doing well!

As the end of this school year approaches, I'm planning to give <<Teacher Name>> **a class gift to thank him/her** for all of his/her hard work this school year. **If you wish to do so, I am collecting voluntary contributions for a class gift.**

**Any contributions towards this gift are strictly voluntary and choosing to contribute any amount, or none at all, would be fine. No individual names will be on the card, nor will the contributors be disclosed to anyone. The gift will be from the entire class regardless of contribution.**

***If you would like to contribute to the gift, you can get it to me one of 2 ways, by <<Enter Date>>:***

***1. Send cash or a check to school in an envelope with my name on it***

- Checks can be made out to CASH
- If you would like me to confirm I received your contribution, please make sure your name or your child's name is on the envelope.

***2. <<Electronic Service that Does Not Require a Fee>>***

I will use the collected amount to purchase a small personal item for him/her and a gift card to one of his/her favorite stores. If you have any questions, please feel free to contact me!

Thank you for your consideration!  
Your Name



# RESOURCES

**For Homeroom Coordinators &  
Party Planners**



Dear <<Enter Teacher Name>> X<sup>th</sup> Grade Families!

My name is <<Enter Your Name>> and I am excited to serve as your Homeroom Coordinator this year!

I'll be reaching out to you periodically to inform you of various school events and asking for your assistance with volunteering and/or helping to provide food/supplies for events, including our school-wide Spring Fair.

In accordance with Butler policy, we'll have 3 school parties this year, where we may have 5 volunteers – the homeroom coordinator, the party planner and 3 room parents. Before each party, you'll receive an email and a notice in the Wednesday Folder asking if you would like to volunteer at the party. Names will be drawn out of a hat by our teacher to determine our volunteers. Our first party is Halloween/Harvest, on October 31<sup>st</sup> in the morning.

**A big thank you to the parents who have already volunteered to serve as our party planners for our classroom parties!**

To get the year started, please consider the following:

**1. Want to volunteer in the classroom this year?**

- **Confirm that you have registered and uploaded your clearances into the App Garden-Volunteer Tracker.**
- **Check your volunteer card for expiration!** Your clearances may have expired or will soon and you'll need updated clearances.
- **If you are new to volunteering in CBSD**, all volunteers in the classroom **MUST** have completed the Volunteer Paperwork & Clearances.
- **Please create a login and begin the paperwork process to avoid unanticipated delays. You can do so by visiting this website:** <http://www.cbsd.org/Page/355>

**2. Complete the Contact Information & Food Allergy/Sensitivity/Special Diet Form Below and Return It.**

- I will not be able to contact you without this information.

**3. Donate to the Classroom Activity Fund and Return in the Provided Envelope.**

- We are asking for an \$10.00 donation to the classroom activity fund to help with the cost of craft materials/party expenses.
- You may send cash (I'll return change, if needed) or write a check made out to Cash.
- You can do this via <<enter your electronic payment method>>.
- We will also ask for periodic donations of items like juice, food, and supplies for classroom parties/events.

**Please return the bottom of this communication and the Classroom Fund Donation to <<Teacher's Name>> no later than <<Enter Date>>.**

Should you have any questions, I'm happy to help! I'm looking forward to a great year and getting to know each of you!

<<Enter Your Name>> <<Enter your contact information>>

=====Cut here=====

**\*\*\*Please print neatly\*\*\***

Parent/Guardian's Name(s): \_\_\_\_\_

Parent/Guardian's Phone Number(s): \_\_\_\_\_

Parent/Guardian's Email Address(es): \_\_\_\_\_

\*Email Address will be used strictly for PTO & Classroom Activities Only

Enclosed is my \$10.00 donation to the classroom activity fund for: Child's Name: \_\_\_\_\_

List any food allergies: \_\_\_\_\_

## Sample Request for Party Volunteers Communication



Dear <<Enter Teacher Name>> X<sup>th</sup> Grade Families!

We're ready to start planning our first classroom celebration: **The Halloween/Harvest Party!** This event will be held on **October 31st, from <<enter time>>.** **Note: The Halloween Parade will be held outside the school at 9:30 AM and is open to all parents, weather permitting.**

**If you would like to help with the party activities in the classroom on October 31st:**

- The time commitment is from approximately <<Enter Time>> to assist with set up, festivities and clean up.
- Butler School Policy is that only 5 Classroom Volunteers may attend the party to help with the activities. This includes the Homeroom Coordinator and Party Planner.
- Reply to this message or send in the form included in Homework/Wednesday folders this week with your interest by <<Enter Date>>. If we have more than 3 interested parents, there will be a drawing by <<Enter Teacher Name>> to select the volunteers and we will let you know if you were selected!

***Please note: Any parents volunteering in the classroom MUST have registered and uploaded your clearances into the App Garden-Volunteer Tracker. If you have interest in volunteering, please begin this process to avoid unanticipated delays. You can do so by visiting this website: <http://www.cbsd.org/Page/355>***

Once the classroom volunteers have been selected, we will send out a SignUp Genius asking for contributions of food and/or supplies for the event.

***Special thank you to <<Party Planner Name>> for serving as our Halloween/Harvest Party Planner!***

Should you have any questions, please let me know!

**Thank you for all you do to help make our celebrations a success!!**

Thank you!

<<Enter Homeroom Coordinator Name>>

# General Guidelines for Classroom Celebrations

*\*Always Confirm these with the Teacher. Some teachers have different preferences*



## CELEBRATIONS

*Dates & Times are TBD & decided by the school administration. Parties are frequently held simultaneously by grade level.*

- Halloween
- Winter
- End-of-Year

## ACTIVITIES

Divide class into small groups.  
Rotate groups to each station, typically:

- 1 Craft (No Paint)
- 1-3 Games/Activities

*Note: Plan a back up activity, like bingo or a coloring page, in case time runs short.*

## LOGISTICS

- 45 minutes - 1 Hour Party Time – assigned by the school.
- Volunteers arrive ~15 minutes early for set up & remain for ~15 minutes for clean up.
- Volunteers will set up, run crafts and activities and clean up.

## FOOD

- 1 Salty Snack
- 1 Sweet Snack
- 1 Healthy Snack
- Mini Waters or Juice Boxes
- Be aware and inclusive of food and sensitivities

## PARTY PLANNERS

- Party Planners are selected by the PTO at the start of the year through sign ups.
- Party Planners create the party plan.
- The Homeroom Coordinator will communicate the budget for the party from the classroom fund. Receipts are required for reimbursement.
- Final party plans and food selections must be submitted to the teacher prior to the party for approval.
- Creates SignUp Genius for food/supply contributions.
- Run the activities, in partnership with the teacher and volunteers, the day of the party.

## VOLUNTEERS

- For the safety and security of our school, Butler allows **5** volunteers for each celebration, including 1 Party Planner & 1 Homeroom Coordinator. *Possible Exception: EOY Party, if held outdoors*
- An email and a notice in Wednesday folders will be sent to all parents **in advance of each party** to solicit interested volunteers.
- Volunteers must have their clearances submitted and approved in the App Garden Volunteer Tracker.
- If more than 3 parents are interested, a drawing by the teacher will be done to select the volunteers
- Only selected volunteers will be allowed to attend - no other family members will be permitted
- Exception: A parent of a child with an extreme allergy may attend the party in addition to the selected volunteers if they choose to do so.
- If the HC and/or Party Planner cannot attend the party, additional volunteers maybe be selected to fill their spots. HCs may attend all parties, but are not required to do so. Party Planners should attend their assigned party, if available, but another volunteer may be selected if they cannot.
- Duplication of Room Parents at parties during the year will not occur unless the number available and interested parents is limited. This gives each parent a fair opportunity to attend & help at a school party.

# Example Classroom Party Plan for Party Planners



## Winter Party Example Plan:

### SignUp Genius Items & Recommended Food:

- Water, Soft Pretzels, Popcorn bags, pre-packaged apple slices, hot chocolate box & cups paper plates, napkins, tablecloths
- I will bring snowman cheese sticks



### Activities:

#### 1. The Blind Snowman – Paper plates on their heads while being instructed to draw a snowman

Here is what to draw:

- Draw a snowman head
- Next, draw the middle snowball on your snowman
- Draw the bottom snowball on your snowman
- Give your snowman some eyes so he can see
- Add a carrot nose so he can smell
- Give him three buttons down the front
- Now draw two arms so he can give hugs to all his friends
- Last, but not least, put a hat on top of his head to bring him to life

#### 2. The Oven Mitt Game

We can play as a class, the whole class can sit in a circle. When it's time to start, player 1 will put on the oven mitts while player 2 is rolling the dice. Player 1 will try and unwrap the present with the oven mitts on until player 2 rolls doubles. We can repeat until the box is opened, in the middle is the "Class Prize".

#### 3. Candy Cane Pass

Divide the class into two teams, set up as two lines across from each other, each student receives a candy cane. The first student holds their candy cane upside down to form a hook and dangle the second cane from the hook of the first. That student then passes the second candy cane from hook to hook down the line without using their hands. The goal: the first team to pass their cane down the entire line wins.

### Back up activity if time runs short: Roll a Snowman

- Needs copies of image & 1 dice per student
- Students roll their dice and add that snowman part to their drawing
- The first person who completes a snowman wins.
- Play until time is called

