



## So, You've Signed Up to Be a Classroom Coordinator..... Now What??

Here are some simple steps to running the perfect classroom party and creating a community of parents throughout the year!

### Party Planning Tips:

1. Reach out to your fellow parents to gather volunteers for each holiday party. Use the Email Distribution List that your homeroom teacher provided
2. Encourage the volunteers to meet together to develop their plan for food/drinks/crafts/music and decorations.
3. Reach out to your homeroom teacher once a party plan is in place. That way, the homeroom teacher can let you know if they have any concerns early on in the process.
4. Party Volunteers should plan to arrive to school a few minutes before the party to set up and check in with the homeroom teacher.

### Helpful Hints to Share with Party Volunteers:

- If asking for food donations- reach out to your fellow classroom parents. You can use the email distribution list or create your own Sign Up Genius signup!
- It may be even easier to ask for a small monetary donation from each parent and then the parent volunteers can purchase the necessary food/paper products etc. That way there will be no surprises if a donation doesn't make it to school 😊
- Be aware of food allergies!
- Pinterest has a wealth of information for holiday craft ideas. The less materials the better when planning a party for the Primary Grades 😊 Think less mess!
- When all else fails, if you have any concerns or questions, ask your homeroom teacher. They can lead you in the right direction if you are unsure.
- BUT, unless you have any specific questions for the classroom teacher, they can be kept off any email chains 😊
- Have fun and be creative and know that the students and teachers at Titus are incredibly appreciative of your time and efforts!

### Throughout the Year Teachers May Ask the Classroom Coordinator to:

- recruit volunteers for Science Fun Day,
- help coordinate field trip chaperones,
- recruit volunteers for various classroom activities
- And, More!