

Room Parent Captain Guide

- 👉*** You are there as a primary contact & organizer so don't feel it's your responsibility to DO IT ALL!
- 👉*** Get input from your other room parents...more input makes it easier on you & a better community!
- 👉*** When sending group emails & be sure to cc everyone on responses and contact those without email by phone to fill them in
- 👉*** Contact the teacher to see if they have suggestions or input...often they can suggest a game or project with their current learning unit
- 👉*** Always make other parents feel welcome to attend the parties or offer suggestions—for the younger grades it's quite helpful to have as many hands as possible at the skating party!!!
- 👉*** *Thank your team members for their contribution & ideas*

1ST Grade, 4th Grade & 7th Grade Captains:

- 👉*** You will need to recruit 5-6 parent volunteers to serve, set-up and clean up after receptions
- 👉*** You will NOT be responsible for ordering items to be served...the HSA and the school office will take care of those items
- 👉*** Have your volunteers there at least 1 hr. before the ceremony will be over with—The HSA will give you a timeline & specific instructions when the dates & times are confirmed.

Building for the Future