

## **2017/18 Room Parent Training & Special Info**

Welcome (back), Park Dale Lane Room Parents! My name is Amber Izzard and I am the Room Parent Coordinator for PTA this year. First, I would like to personally thank you for volunteering to be a Room Parent. It is an awesome role to have and it can be fun and as simple or tiresome as you want it to be (ha, ha)...but know that I am here to help if you need it.

From time to time, I will be emailing you messages to forward to your class email distribution list (ask your classroom teacher for the list if you don't have it already). Some parents do not like to share their information, so please make sure either you or the teacher has asked permission. These will be from PTA and are usually about fundraisers, family activities, spirit days, etc.

Next week, please join me for a Room Parent Introduction if you'd like ideas and procedural information. We will meet in the Staff Lunchroom/Workroom (behind the office) on **Tuesday, September 26th, 8:30-9:00 a.m.**

**I am still in need of several room parent names, so if you know a friend is a room parent and not on this email, please forward and CC me. Thank you! These classrooms: Dugger, Apostol, Champlin, Grasley, Lukas, Craig, Sweeney, & Lesinski**

Something to calendar and think about for planning purposes are our grade level hosted staff lunches. Staff Luncheons are a tradition at PDL and are hosted by each grade level monthly throughout the school year. When it's your turn to host, you should follow these steps for a successful lunch.

1. Meet or talk with your grade level Room Parents about a theme about 2-3 weeks before the luncheon.
2. Create a Sign Up Genius as a grade level or class.
3. Email the Sign Up Genius about 2 weeks before the luncheon to your class.
4. On the day of, be there for the set up or clean up. Arrange for last minute items.

Be mindful that there are 50 staff members to feed and there are two lunches. Try to have someone come at the second lunch to refresh the items. Have Gluten Free and Vegetarian options on the Sign Up. Also include paper items (plates, napkins and utensils).

Set up should be completed by 11 a.m.

Clean up should be completed by 2 p.m.

Some grade levels choose a themed lunch (Italian, Mexican, Soups, Sandwiches, Salad Bar, Taco Bar, etc.) and some grade levels choose to have it catered by a local restaurant.

When donations are dropped off, they should be put in the workroom. There are outlets for hot plates and slow cookers. Cold items need to be labeled in the refrigerator ("Staff Luncheon").

September 22, 2017	Grades 5/6--sandwiches & salads
November 17, 2017	Grade 4
December 20, 2017	PTA Sponsored
January 12, 2018	3rd grade
February 23, 2018	2nd grade
March 16, 2018	1st grade
May 2, 2018 Teacher Appreciation Day	Kindergarten (and all grades)

Thank you for all that you do!

With appreciation,  
Amber Izzard  
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