



## Room Parent Calendar Checklist: 2024-2025

Katie Hillemeier is the 2024-25 Room Parent Chair.  
 Questions? Contact [RoomParentChair@abelincolnpta.org](mailto:RoomParentChair@abelincolnpta.org)

<p><b>Ongoing</b></p>	<ul style="list-style-type: none"> <li>✓ Help communicate time-sensitive info</li> <li>✓ Keep class list up-to-date (new students/departures)</li> <li>✓ Encourage participation in PTA events/activities</li> <li>✓ Lead the planning and execution of all room parties/year-end picnic</li> </ul>	
<p><b>Early-Mid September</b></p>	<p>Introduce yourselves to each other, and the teacher.*</p> <p>*The Room Parent Chair will email you a template to use, if desired.</p>	<p>Determine if your teacher could use additional parent volunteers in their classroom</p> <ul style="list-style-type: none"> <li>✓ If desired, set up a schedule via PTA SignUp</li> </ul> <p>Proof class roster with the teacher</p> <ul style="list-style-type: none"> <li>✓ Not everyone is on DirectorySpot (DS). Be sure to confirm the number of students in the class.</li> <li>✓ Ask teacher to notify you of new students/departures</li> </ul>
	<p>Introduce yourselves to class parents.*</p> <p>*The Room Parent Chair will email you a template to use, if desired.</p> <p>NOTE: This email will need to be sent to the class via the teacher. Since we do not necessarily have access to everyone's emails (not every student is on DirectorySpot), ONLY the teacher can reach all students in the class.</p>	<p>Encourage class parents to:</p> <ul style="list-style-type: none"> <li>✓ Join the PTA @ <a href="http://www.abelincolnpta.org">www.abelincolnpta.org</a></li> <li>✓ Complete their RAPTOR background check - this is simply taking your photo ID to the main office for them to scan into the RAPTOR system*</li> <li>✓ Review the D41 Volunteer Handbook and be sure to sign the Google Form on the last page. This is mandatory!</li> <li>✓ Sign up to be a party volunteer (if necessary)**</li> </ul> <p>*Parents who plan to help in the classroom, chaperone a field trip or volunteer in any capacity <i>must</i> be cleared through the office. Suggest they do it sooner than later!</p> <p>**If your class is short on party volunteers, this email is a good opportunity to remind parents to sign up <a href="#">here</a>. Circle back with the Room Parent Chair for an updated list once more parents have had an opportunity to sign up.</p>

<p><b>Ongoing (Party Info - for all parties)</b></p>	<p>You will receive your list of party volunteers from the Room Party Chair. Contact party volunteers several weeks' prior to each party.</p> <p><b>Suggested:</b></p> <p><b>Halloween</b> - by first week of Oct</p> <p><b>Winter</b> - by last week of Nov/first week of Dec</p> <p><b>Valentine's Day</b> - by last full week of Jan</p>	<p>You may first want to decide which 1-2 room parents are attending the party and exclude the other room parents from the planning discussion - it's your call.</p> <p>Start a group text/email to confirm party attendance (1-2 room parents and UP TO 4 volunteers - not as many are needed in higher grades), brainstorm activities, and delegate responsibilities. Plan a meetup if necessary.</p> <p>Remind party volunteers to NOT COLLECT CASH OR VENMO. Solicit SUPPLY COLLECTIONS ONLY. Plan a party you can afford!</p> <p>If needed, set-up a PTA SignUp page or Amazon Wish List for contributions (craft items, etc). This can also be done by one of the party volunteers.</p> <p><b>Optional:</b> Collaborate with other volunteers in the grade to make it easier (e.g., A.M. K uses the same game as P.M. K or buy craft supplies for the entire grade and share).</p> <p><b>NEW:</b> The Room Parent Chair is going to solicit a game/supply trade on the "Abe Lincoln Leopard Spot" Facebook group, so that people with leftover supplies and games from years' past can pay it forward. Look for a post from the Room Party Chair on that page at the beginning of each party planning period.</p> <p>Review party plans with the teacher for approval.</p> <p>~10-12 days prior to the event, you will be asked to confirm the names of your party volunteers on a Google Doc sent by the Room Party Chair. This is a good chance to remind volunteers that they must complete their RAPTOR check prior to the party.</p> <p>Night before/day of the event - remind volunteers to take photos at the party for the Yearbook Committee!</p>
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<p><b>October</b></p>	<p><b>Halloween Party</b></p> <p><b><u>Kindergarten:</u></b></p> <p>Wednesday, 10/30</p> <p>AM Parade: 9:15-9:45 Party: 9:45-10:45</p> <p>PM Parade: 1:45-2:15 Party: 2:15-3:15</p> <p><b><u>Grades 1-5:</u></b></p> <p>Thursday, 10/31 (SIP day)</p> <p>Parade: 9:45-10:15 Party: 10:15-11:15</p>	<p>Check into the front office 20-30 minutes before party start time. All attendees <b>MUST</b> present ID.</p> <p>Party format: parade, followed by 1-hour party</p> <ul style="list-style-type: none"> <li>✓ 3-4 stations (crafts or games)</li> <li>✓ 1 service project*</li> </ul> <p>*Each classroom is asked to participate in one service project per party (takes about 7-10 minutes of party time.) This is organized by the 5<sup>th</sup> Grade Ambassadors and supplies and directions are provided to each classroom in advance.</p> <p>Take photos to share with the Yearbook Committee - link to come in a follow-up email after the party.</p>
<p><b>December</b></p>	<p><b>Holiday Teacher/Staff Gifts</b></p> <p>NOTE: This email will need to be sent to the class via the teacher. Since we do not necessarily have access to everyone's email (not every student is on DirectorySpot), <b>ONLY</b> the teacher can reach all students in the class.</p>	<p>Email parents notifying them that they may purchase gift cards via the PTA's Gift Card program (organized by our Gift Card Committee - attach link for parents).</p> <p>Let parents know:</p> <ul style="list-style-type: none"> <li>✓ Parents can select the amount and teacher/staff member to give to, directly from the site</li> <li>✓ The individual monetary gift from each child will not be visible to the teacher recipient</li> <li>✓ This is a completely optional program; parents are welcome to opt-out/purchase gifts on their own</li> </ul> <p>Consider having the children make/craft something for the teacher, in addition to gift cards.</p> <p>Note: The Gift Card Committee will provide an email template for all Room Parents.</p>

	<p><b>Winter Party</b></p> <p>Friday, 12/20</p> <ul style="list-style-type: none"> <li>■ AM K: 9:45-10:45</li> <li>■ PM K and Grades 1-5: 2:15-3:15</li> </ul>	<p>Check into the front office 20-30 minutes before party start time. All attendees MUST present ID.</p> <p>Party format: 1-hour party</p> <ul style="list-style-type: none"> <li>✓ 3-4 stations (crafts or games)</li> <li>✓ 1 service project*</li> </ul> <p>*Each classroom is asked to participate in one service project per party (takes about 7-10 minutes of party time.) This is organized by the 5th Grade Ambassadors and supplies and directions are provided to each classroom in advance.</p> <p>Take photos to share with the Yearbook Committee - link to come in a follow-up email after the party.</p>
<p><b>February</b></p>	<p><b>Valentine's Day Party</b></p> <p>Friday, 2/14</p> <ul style="list-style-type: none"> <li>■ AM K: 9:45-10:45</li> <li>■ PM K and Grades 1-5: 2:15-3:15</li> </ul>	<p>Check into the front office 20-30 minutes before party start time. All attendees MUST present ID.</p> <p>Party format: 1-hour party</p> <ul style="list-style-type: none"> <li>✓ 3-4 stations (crafts or games)</li> <li>✓ 1 service project*</li> </ul> <p>*Each classroom is asked to participate in one service project per party (takes about 7-10 minutes of party time.) This is organized by the 5<sup>th</sup> Grade Ambassadors and supplies and directions are provided to each classroom in advance.</p> <p>Find out what your teacher's plans are for exchanging Valentines!</p> <p>Take photos to share with the Yearbook Committee - link to come in a follow-up email after the party.</p>
<p><b>March</b></p>	<p><b>Week after Spring Break</b></p> <p>Set date in early April for Picnic party planning</p>	<p>See below: <b>Grade-level End-of-Year Picnics</b></p>

<p><b>May</b></p>	<p><b>Teacher Appreciation Week</b></p> <p>May 5 - May 9</p>	<p><b>Optional:</b> Room Parents can organize something for Teacher Appreciation Week, or simply remind parents that it's coming up.</p> <p>Example:  Teacher Appreciation Week Daily Themes  Monday: Thank You Card day (draw a picture of thanks such as flowers, hearts, etc)  Tuesday: Coffee/Tea/Sweets day (bring in something for the teacher)  Wednesday: Poetry day (write a short poem and hand deliver or send to teacher's email)  Thursday: Snack day (no nuts please)  Friday: Flower day (find out your teacher's favorite flower)</p>
	<p><b>End-of-Year Teacher/ Staff Gifts</b></p> <p>NOTE: This email will need to be sent to the class via the teacher. Since we do not necessarily have access to everyone's emails (not every student is on DirectorySpot), ONLY the teacher can reach all students in the class.</p>	<p>Email parents notifying them that they may purchase gift cards via the PTA's Gift Card program (organized by our Gift Card Committee - attach link for parents).</p> <p>Let parents know:</p> <ul style="list-style-type: none"> <li>✓ Parents can select the amount and teacher/staff member to give to, directly from the site</li> <li>✓ The individual monetary gift from each child will not be visible to the teacher recipient</li> <li>✓ This is a completely optional program; parents are welcome to opt-out/purchase gifts on their own</li> </ul> <p>Consider having the children make/craft something for the teacher, in addition to gift cards.</p>

**Grade-Level End-of-Year Picnics**

After Spring Break, begin communication with teachers on what is needed for their class picnics. Dates and locations (usually Newton Park, or behind the school) are determined by the teachers, and permission slips/requests for volunteers should be managed by the teachers as well. Your role as Room Parents should be to help plan simple activities and buy needed supplies. Emphasis on simple!

**Grades 1-4:** Students will bring their own lunch to the park - despite past exceptions, we should avoid deviating from this. PTA will likely provide a pre-approved frozen treat (which will be included on the permission slips sent by teachers).

**5th grade:** Students will celebrate all day at Ackerman with pizza and games. Buses and Ackerman are reserved through PTA. Food info (pizza and allergy-safe treat, if applicable) will be included on the permission slips sent by teachers.