

Bishop's Peak Elementary School
Room Representative Coordinator
Procedures

- * Collect Room Rep forms from office 2nd week of school (due back the 2nd Friday)
- * Make a list of interested Room Reps for each classroom (need at least 2 per class)
- * Make phone calls (from class lists from Janet) for any classes with less than 2 room rep volunteers
- * Email names to teachers and ask them to choose a "Primary" Room Rep. Make suggestions if necessary. Note: Primary Room Rep should be a good communicator, reliable and able to work well with lots of different people.
- * Contact Primary Room Rep selections, and confirm that they agree to fulfill this role
- * Email names of Primary and support Room Reps to teachers prior to Back-to-School Night, and ask them to introduce all room reps to parents and encourage all classroom volunteers to attend "Office Training" held the following week from 8:30 – 9:15 in the office
- * Type up list of all Room Reps for each classroom, including contact phone numbers and email
- * Email list to all Room Reps and announce Room Rep meeting time and place
- * Email list to all teachers, and make copies of their specific Room Reps and place in teacher's mail boxes
- * Email list to volunteer in charge of creating new School Directory for the year
- * Prepare Room Rep Packets to distribute at meeting (Primary Room Reps receive packet) to include:
 1. Room Rep Listing for each classroom with current contact information
 2. All completed and returned purple Room Rep forms
 3. Classroom roster including student and parents names, contact information, teacher name, grade(s) and classroom size
 4. Listing of B.P. staff
 5. Listing of PTA board members
 6. Room Rep Responsibilities flyer
 7. PTA Room Rep job description
 8. Student Wellness form
 9. Nutrition Table
 10. Grocery Store spread sheet (kindergarten only)
 11. Orange Auction donation form (with ideas) to be completed and turned in with Classroom Donation.
- **Note: Make extra copies (or email) the class roster for each of the support Room Reps**
- * Hold Room Rep Meeting at school (see attached agenda)
- * Hold Room Rep Tea in mid to late October at a personal residence (optional)