****

**Welcome Back Twain Parents!!**

We are moving right along with the beginning of another year which means it is time to sign-up to volunteer in your child’s class. Each classroom is in need of parent volunteer positions to be filled.  ***Please take a moment to review the positions available and the job responsibilities for those positions.***

**1)** **Room Parent(s)** - You are the primary link of communication between your teacher and the parents in the class.  You will create a network that develops a strong sense of community within the classroom and school. Organize and distribute information about classroom activities. Distribute information, inform parents and recruit volunteers for school meetings, events and fundraisers.

* Manage the classroom fund.
* You will also help in the other positions below that are missing coordinators.

**2)** **Class Directory** – You will be responsible for making, distributing and updating a class directory for your teacher. The directory should include a picture of the child, parent names, phone numbers and email addresses for the parents.

* A template is available to help with this role. Please email [vips@marktwainpto.org](mailto:vips@marktwainpto.org) if you would like the template.

**3) Classroom Communication Folder Coordinator** – Once school is back in session, you will obtain your classroom’s folder basket when needed in the morning after drop off and take to the cafeteria to stuff the folders for your classroom teacher. This will be on Tuesdays and require an intermittent commitment.

**4) Class T-Shirt** – You will work with the teacher and the class to develop a class T–shirt design around the class nickname. You will order the class T-shirts during the first few months of school.

**5)** **Class Photographer/Yearbook Coordinator –**Help to remind parents to take photos of special Twain events and to upload them on the yearbook app. You will also help to get class photos together for the yearbook if necessary.

**6) Class Party Coordinator** – There are typically 2 parties per year.  Coordinate these parties in-conjunction with the teacher.  You will communicate with parents how you need them to help at each event.

**7****) Field Day** – Athletic competition among classes by grade. Organized by Coach Jody Bourque & the 4th Grade students. Schedule parents to assist during the day and provide refreshments.

**School Fundraiser – PTO Events**

**1) Huckleberry Bash Coordinator -** This person is responsible for securing ONE donation on behalf of their classroom. Details and guidance will be provided by the Bash committee for both Coordinators.

If you are interested in a position, please let me know or you can sign-up through our class sign-up genius.

**2) Spooky Spectacular –** Create a Signup Genius for the class to provide volunteers for Spooky Spectacular. Coordinator class volunteers for Spooky Spectacular.

We are looking forward to a fantastic school year with you all! If you have any questions, please, feel free to ask.

Thanks,

Put Room Parent Names Here