



QAS Home & School

Room Parent Duties:

- The communication Liaison between HSA and classroom parents
- Plan and organize any holiday classroom party
- Coordinate with room parents of same grade level to organize the stocking of the teachers' lounge during specific grade level month
- Coordinate with room parents of same grade level to facilitate a grade level auction item for The Queen's Derby auction
- Coordinate with room parents of same grade level to get parent volunteers for the Parish Picnic grade level booth and organize/delegate the grade level float

Room Parent Standard Practices:

- Collecting money for group gifts/activities is optional for both the Room Parent and Parent.
- If a Room Parent chooses to collect money from parents; Room Parent will email the HSA Treasurer to let them know they have collected money. Then, after a gift has been given, Room Parent will email the class a picture or description of what was purchased on their behalf and cc the teacher and HSA treasurer to the email. qashsatreasurer@gmail.com
- Room Parents are not required to do anything more than the above duties, but are encouraged to find ways for their classes to show appreciation to their teachers throughout the year. This is left up to the RP's discretion. Examples would be: asking a few families each month to send in a picture, card, or letter of thanks from students, reminding families of special dates like Teacher's Birthday, Christmas, or Teacher Appreciation Day.
- There are grade specific activities that are not mandatory, but RP have taken the lead in the past and can be in the future. RP to communicate with teacher directly. Some examples include:
 - Preschool & Kindergarten play dates prior to start of school
 - 2nd grade rosary making