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 for 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 if you would like the template.

3) **Weekly Classroom Communication (Red) Folder Coordinator** – TUESDAY RED FOLDERS. You will obtain your classroom red folder basket Tuesday morning after drop off and take to the cafeteria to stuff the red folders for your classroom teacher.

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) **Art a la Carte** - A representative from each class will be needed to help send communications to parents encouraging them to teach these once-monthly pre-planned lessons. The arts enrichment team will also create a sign-up genius to help manage the program for each grade.

6) **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.

7) **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.

8) **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. Field day is Thursday, December 19th.
9) **Monthly Lunch Coordinator** – You will create a Signup Genius for the teacher and assigned support staff to receive lunch or a treat once a month. You will encourage parents to sign-up and remind them when it is their turn.

10) **Outdoor Classroom Volunteer** Do you have an interest in helping the outdoor classroom? This volunteer will assist as needed in the Twain outdoor classroom. Communicate the activities and resources needed to help maintain our Outdoor Science program at MTE.

11) **Class Box Tops Coordinator** - Bring in a box for the classroom to collect Box Tops. Turn in class Box Tops to the PTO workroom when they are due.
   - Collect class Box Tops
   - Before the turn in date for the school – sort through the class BTs, throw away expired BTs and count the total BTs left.
   - When you turn in the BTs to the PTO Work Room, list the teacher name, grade level and how many BTs you are turning in.

**School Fundraiser – PTO Events**

1) **Spooky Spectacular Coordinator** - Secure volunteers (parents, grandparents, friends) to work your classroom booth. Make sure there is a classroom sign for the booth, that there are plenty of prizes, and take pictures.
   - **Event is Saturday, October 19th at 10am.**
     - Create a Signup Genius for the parents to volunteer running the booth.

2) **Huckleberry Bash Coordinator** - This person is responsible for securing ONE donation on behalf of their classroom. Details and guidance will be provided from Bash committee for both Coordinators.
   - **Event is Saturday, February 15th.**

If you are interested in a position, your teacher should have a *sign-up sheet outside their classroom door* OR *you can email me* directly if you want to volunteer. I am here to support the parents as much as I can this year.

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

Thank you,