Welcome to a new school year. This resource guide has been developed to help you navigate your role as Mark Twain Room Parent. This is an amazing volunteer opportunity!

You will have questions along the way! It happens and all questions are important. Always feel free to reach out to the VP of Volunteers and Grade Level, Aryn Knight, (vips@marktwainpto.org) or to another Room Parent for support.

**Room Parent Goals**

1. The room parent role is to help create a network that develops a strong sense of community within the classroom and school.
2. Communicate with your teacher to determine her/his needs.
3. Organize and distribute information about classroom activities.
4. Distribute information, inform parents and recruit volunteers for school meetings, events and fundraisers.

**Monthly PTO Meetings**

We ask the Room Parent(s) to attend as many PTO meetings as possible. Also, encourage all parents and guardians to attend the monthly PTO meetings. They are held monthly in the cafeteria at 7:45am. The PTO meeting schedule is listed below. If parents are unable to attend a PTO meeting they can access an archived copy of the meeting notes on the marktwainpto.org website.

<table>
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<tr>
<th>September 11th</th>
<th>January 15th</th>
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<td>October 16th</td>
<td>February 12th</td>
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<td>November 6th</td>
<td>March 11th</td>
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<td>December 11th</td>
<td>April 15th</td>
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**Room Parent Meetings - Date: September 4th & April 15th**

There will be 2 Room Parent meetings during the school year. They will be held in the cafeteria. These meetings are very important so that you are prepared for the upcoming school events.

**Room Parent Meeting Dates:**

1) **September 4th @ 7:45am** – Meeting will discuss Room Parent Responsibilities, Open House, Volunteer Opportunities, Fundraisers, etc

2) **April 15th** – This meeting will be after the PTO morning meeting. Discuss upcoming Teacher Appreciation Week roles and responsibilities.
Room Parent Responsibilities

1) Communication

Fostering a sense of community is key. You are the primary link of communication between your teacher and the parents in the class.

Your teacher will communicate needs to you. It is your responsibility to organize and solicit help from the other parents in your classroom. Please do not try to do everything yourself. There are other parents who are willing to help when asked.

Please contact all the parents in your class in the first few weeks of school. See the sample “Room Parent – Intro letter to Parents” letter to help you draft your introductory email/letter to the parents.

Please include the following in your communication:

- Introduce yourself as one of their child’s room parents.
- Encourage them to become PTO Members if they have not done so already.
- Remind them to update or input their information to school directory.
- Remind volunteers to register with VIPS, the school district’s Visitors in Public Schools program. HISD requires that all volunteers register each year.
- Remind volunteers to sign-in at the front office and get a visitor pass whenever they are on campus.

You can and should utilize a variety of means of communication including: phone, email, notes home, teacher’s bulletin board, etc. If you wish to post something on the teacher’s bulletin board, please show it to him/her ahead of time. If you wish to send a note home, please also check with the teacher first.

School Communications:

Twain Times

The Twain Times is an e-newsletter that is sent out weekly, usually on Tuesday morning, that is full of important information for that week and upcoming activities. Encourage all parent to sign-up for the Twain Times at http://bit.ly/18ouZYT. Parents are not signed up automatically to the Twain Times. All parents need to complete the 3 step sign up to get all the latest news and info about MTE.

More Communication information: For information on Twain Times, Red Folders and Living Tree, as well as many other topics, please access PTO Communications: https://www.marktwainpto.org/pto.

2) Twain Open House

The Open House event is your time to introduce yourself and your role to the class.

The Twain Open House will be on Thursday, September 5th.

- Grades kinder-2nd starts at 5:30 for specialists’ overview and 6pm in the classroom.
- Grades 3-5th starts 6:30 for specialists’ overview at 7pm in the classroom.
- The Open House is an adult only event.

Before the event, speak with your teacher to inform them that you will need some time during the Open House to give a brief presentation on your role and other volunteer matters.
At the Open House:
1. Introduce yourself and your room parent partner
2. Review the volunteer roles that are still needing volunteers. You can use the “Room Parent – Parent Volunteer Letter” handout to give the parents that explain the volunteer roles.
3. Discuss the class fund and collect the funds
4. Discuss HISD Volunteer in Public Schools (VIPS) requirements for parent volunteers
5. Have parents complete contact information for the class directory

3) Class Fund

Many room parents elect to collect a “Class Fund” each year. This fund is an efficient way to help cover the costs for items such as class parties, teacher birthday, holiday and end of year gifts, Teacher Appreciation Week and a class t-shirt.

**It is also important to keep records of expenses taken from the class fund to maintain transparency.** You may be asked to show these expense records if there are any questions about how funds are being spent.

A suggested contribution amount is $50 for the school year. To make things easier on families, each family can contribute $25 for the fall and $25 for the spring semester to cover the above expenses. Families who choose not to contribute will be asked to pay for individual expenses such as t-shirts. Contributions are completely voluntary.

You can collect cash, checks, Venmo, Paypal or whatever else is most convenient. The best time to collect this fund is during the Open House event.

**Sample of what $50 class fund contributions go towards:**

<table>
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<th>Item</th>
<th>Amount</th>
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<tr>
<td>Class t-shirts</td>
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<tr>
<td>Teacher birthday</td>
<td>5</td>
</tr>
<tr>
<td>Teacher Holiday</td>
<td>5</td>
</tr>
<tr>
<td>Teacher End of Year</td>
<td>5</td>
</tr>
<tr>
<td>Appreciation Week</td>
<td>15</td>
</tr>
<tr>
<td>Class Parties</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$50</strong></td>
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4) Teacher Holiday & End-of-Year Gifts

The Room Parent will determine if the class will purchase the teacher a holiday and end of the year gift from the class. If you wish to purchase a class gift, then this should be accounted for from the classroom budget. This decision is left up to you and the class. Consult “All About Me” sheet filled out by your teacher at the beginning of the year for present ideas.

5) Parent Volunteers

Pass around the Class Volunteer List sign-up sheet at the Open House. Please explain that each job is important and we would LOVE to have all spaces filled by the end of the night!
You can also create a sign-up genius to make the volunteer sign-up process easier. Tell parents that there is a sign-up genius that will be sent out after the Open House.

6) Teacher “All About Me” Questionnaire

At the beginning of the school year, have your teacher complete the “All About Me” questionnaire to help get to know your teacher better and for gift ideas. You can share the completed questionnaire with your class so that they can also have gift ideas throughout the school year.

The “All About Me” form can be found on PTO website at Room Parent Resource: https://www.marktwainpto.org/pto

7) Teacher Appreciation Week - Date: April 27th - May 1st

As the Room Parent, you will help to facilitate Teacher Appreciation Week for your classroom. The PTO will provide a schedule for the week activities and the special treats involved for the week to all teachers. The PTO will provide further information as this week approaches.

8) Publicity

Please remember to send photos of events to Publicity Director Catherine Hudson, csaul1980@hotmail.com so that she can submit them for publication in local newspapers and magazines.

If someone (student, parent or teacher) in your grade level has accomplished something notable, please alert Publicity so that they may write an article.

Parent Volunteer Opportunities

There are many wonderful opportunities for other parents in your class to volunteer in class through the year. Here are the volunteer opportunities for each class.

1) Class Directory

The Class Directory volunteer will be responsible for making, distributing and updating a class directory for your teacher and the class parents.

• 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.

2) Weekly Communications (Red) Folders

Room parents will recruit a Weekly Communications Classroom Coordinator. A volunteer is needed EACH Tuesday morning. It is ideal if one person can take on this commitment but if no one volunteers, it will be your responsibility to cover this duty.

This person will be responsible for:
1. Obtain the classroom red folder basket Tuesday morning after drop off and take to the cafeteria
to stuff.
2. Check in with the Weekly Communication Coordinators table. The handouts are typically
organized per grade level, family folders and all students.
   - Family folders = equal green dots.
   - Green dot folders – Get one of every hand out.
   - Non-green dot folders – Only get information marked as All Folders.
3. Sign-in sheet: check off the appropriate date. Those shows that the folders have been completed.
4. Once complete, return basket with assembled folders to classroom so they can be sent home that
   afternoon. Do not disturb the class once it has started. Check with the teacher where they would
   like you to leave the basket once it is complete.
   Note: Some teachers prefer to give students the responsibility of delivering and retrieving the
   baskets.

The PTO will provide the baskets and folders for each class at the beginning of the year. If additional
red folders are needed throughout the year, please, speak with Weekly Communication Coordinators.
They typically have extra folders.

3) Classroom Parties

There are typically 2 class parties per year. Coordinate these parties in-conjunction with the teacher
and the class schedule. The Class Party coordinator will plan each class party. Communicate with
parents about the party details and how you need them to help at each event.

Class parties must be planned with the teacher and some examples are:
   - Fall Meet & Greet Social
   - Halloween Party
   - Holiday Party (December – non-religious themed party which includes Santa)
   - Valentine’s Party
   - End of the year
   - Other specified by teacher

4) Class T-Shirt

This volunteer will work with the teacher and the class to develop a design around the class nickname.
The volunteer will order the class t-shirts during the first few months of school. You will communicate
with the parents on the size of the shirts needed for each child. Additionally, you will collect the
required money if a parent did not donate to the class fund.

Class T-Shirt ordering process:

Twain uses Texas Ink as the vendor [www.texasink.com](http://www.texasink.com).
   - The volunteer can call Texas Ink to ask how best to send the information.
   - Texas Ink shirts can be bought in short sleeve or dry fit shirts. The price does vary between the
two styles.
   - Texas Ink will email proofs. The original design proof can take 3-5 business days. Then each
design change took a few days as well. Please keep this in mind.
   - When ordering, please, remember to order a couple of extra shirts for the classroom. This is
helpful if someone forgets a shirt or a new student arrives in the classroom.
   - Also, remember to order a t-shirt for the teacher.
• Some parents/chaperones may want a shirt too so you will need to communicate with the parents about the shirts and the cost. Parent/chaperone shirts do not come out of class funds.
• You will pick-up the shirts when ready at Texas Ink.

5) Spooky Spectacular Coordinator – Date: Saturday, October 19th

This is the fall carnival and a school fundraising event. This volunteer will help to secure other parent volunteers (parents, grandparents, friends) to work the classroom booth/activity. Make sure there is a classroom sign for the booth, that there are plenty of prizes, and take pictures. Create a Signup Genius for the parents to volunteer running the booth.

6) Field Day - Date: Thursday, December 19th

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.

6) Art a la Carte

Art a la Carte is a programmatic art enrichment program taught by parents in their child’s classroom. This is an excellent opportunity to be active in the classroom and get to know your child’s classmates. The goal is to have all AALC lessons taught in ALL classes. The arts enrichment team will also create a sign-up genius to help manage the program for each grade.

A coordinator from each class will be needed to help send communications to parents encouraging them to teach these once-monthly pre-planned lessons. These lessons can be taught in teams.

7) Huckleberry Bash Donation Coordinator

This is the school’s largest fundraiser for the school year. This volunteer is responsible for securing ONE donation on behalf of their classroom for the Huckleberry Bash. Details and guidance will be provided from Bash committee for the class coordinator.

Some general Bash information:
• Event is Saturday, February 15th.
• This is an adult only party.
• Costumes are encouraged/suggested but not required to attend.

8) Class Photographer/Yearbook Coordinator

This volunteer should take pictures of the students in your class throughout the year and forward them to the yearbook representatives. 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.

Each classroom representative will need to upload/submit one informal or formal group picture plus 25 candid shots of the students involved in a school activity. It is very important that each child is represented in 1-2 of these candid photos.

Submitting photos is easy! You can download the Balfour Image Share app at the app store. Our project # is 026207. No password is required. PLEASE include what grade the picture is representing, teacher
name if applicable or major event (i.e. Spooky Spectacular). No smartphone? Go to images.balfour.com to upload images from any Internet-connected computer.

9) Monthly Lunch Coordinator

This parent volunteer 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) Class Box Top Coordinator

The volunteer will collect class Box Tops and submit at defined time.

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.

11) Outdoor Classroom Volunteer

This volunteer will assist as needed in the Twain outdoor classroom. The volunteer will help to communicate to the other class parents the activities and resources needed to help maintain our Outdoor Science program at MTE.
## Grade Level Representatives (2019-2020)

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>VP of Volunteers</td>
<td>Aryn Knight</td>
<td><a href="mailto:vips@marktwainpto.org">vips@marktwainpto.org</a></td>
</tr>
<tr>
<td>Kinder Rep</td>
<td>Megan Beauchamp</td>
<td><a href="mailto:meganf@magpiesgifts.com">meganf@magpiesgifts.com</a></td>
</tr>
<tr>
<td>Kinder Rep</td>
<td>Catherine Danziger</td>
<td><a href="mailto:catherine.danziger@gmail.com">catherine.danziger@gmail.com</a></td>
</tr>
<tr>
<td>1st Grade Rep</td>
<td>Calli Britton</td>
<td><a href="mailto:callie.a.britton@gmail.com">callie.a.britton@gmail.com</a></td>
</tr>
<tr>
<td>2nd Grade Rep</td>
<td>Mallory Rissmiller</td>
<td><a href="mailto:rissmiller708@yahoo.com">rissmiller708@yahoo.com</a></td>
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<tr>
<td>3rd Grade Rep</td>
<td>Ashley Worley</td>
<td><a href="mailto:ashleycworley@gmail.com">ashleycworley@gmail.com</a></td>
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<tr>
<td>4th Grade Rep</td>
<td>Anne Lam</td>
<td><a href="mailto:annekthomas@gmail.com">annekthomas@gmail.com</a></td>
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<tr>
<td>5th Grade Rep</td>
<td>Kourtney Lyda</td>
<td><a href="mailto:kourtneylyda@yahoo.com">kourtneylyda@yahoo.com</a></td>
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<tr>
<td>5th Grade Rep</td>
<td>Lindsey Sheinbein</td>
<td><a href="mailto:lindsey@sheinbein.net">lindsey@sheinbein.net</a></td>
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## PTO Board of Directors

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Art a la Cart/Arts Enrichment (K-2)</td>
<td>Jessie Fair</td>
<td><a href="mailto:jessie.fair@gmail.com">jessie.fair@gmail.com</a></td>
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<tr>
<td>Art a la Cart/Arts Enrichment (3-5)</td>
<td>Calli Christenson</td>
<td><a href="mailto:calli.christenson@gmail.com">calli.christenson@gmail.com</a></td>
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<tr>
<td>Box Tops</td>
<td>Erin Salsibury</td>
<td><a href="mailto:erinesalisbury@gmail.com">erinesalisbury@gmail.com</a></td>
</tr>
<tr>
<td>Huckleberry Bash</td>
<td>Kaitlyn Garza</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jody Martin</td>
<td><a href="mailto:huckleberrybash@marktwainpto.org">huckleberrybash@marktwainpto.org</a></td>
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<tr>
<td></td>
<td>Stephanie Schaefer</td>
<td></td>
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<tr>
<td>School Garden</td>
<td>Laura Bumgarner</td>
<td><a href="mailto:laurabumgarner@hotmail.com">laurabumgarner@hotmail.com</a></td>
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<tr>
<td></td>
<td>Andrew Gladden</td>
<td><a href="mailto:gladdena@comcast.net">gladdena@comcast.net</a></td>
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<tr>
<td></td>
<td>Tony Houck</td>
<td><a href="mailto:tvhouck@msn.com">tvhouck@msn.com</a></td>
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<tr>
<td>Spooky Spectacular</td>
<td>Ginny Kerlin</td>
<td><a href="mailto:spooky@marktwainpto.org">spooky@marktwainpto.org</a></td>
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<tr>
<td>Weekly Communication (Red) Folders</td>
<td>Louise Le</td>
<td><a href="mailto:spooky@marktwainpto.org">spooky@marktwainpto.org</a></td>
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<td></td>
<td>Maggie Dundon</td>
<td><a href="mailto:maggie.f.dundon@gmail.com">maggie.f.dundon@gmail.com</a></td>
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<td>Joy Krohn</td>
<td><a href="mailto:joykrohn@gmail.com">joykrohn@gmail.com</a></td>
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<tr>
<td>Yearbook Director</td>
<td>Sara Gladden</td>
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<td></td>
<td>Karen Stopnicki</td>
<td><a href="mailto:yearbook@marktwainpto.org">yearbook@marktwainpto.org</a></td>
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<tr>
<td>Yearbook Grade Rep K-2</td>
<td>Jo Ann Cresap</td>
<td><a href="mailto:jlcreasap@gmail.com">jlcreasap@gmail.com</a></td>
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<tr>
<td>Yearbook Grade Rep 3-5</td>
<td>Lindsay Colvin</td>
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