

# Contact Parent Frequently Asked Questions

## **Q: Why do we have Contact Parents and Party Parents?**

A: The PTO has been designated with managing the volunteers for the school parties at the Primary Center and Elementary Schools. There was a point in time when all parents in a class could attend the parties, however as our school district grew it was no longer feasible to accommodate everyone. The district saw the need to implement some limitations. The school allows three parents to attend each party. Since there are limitations on who can attend, rules were set in place to provide fairness. It is our intent to provide a fair way for each *child* to have a chance at having a parent attend a party.

## **Q: Are there other volunteer opportunities outside of Classroom Parties?**

A: Yes. Classroom Parties are currently the only area where limitations have been set. Other PTO volunteer opportunities exist for the following events:

- March for Mars
- Field Day
- Holiday Shop
- MAE Fall Book Fair
- MAE Spring Book Fair
- Decorating
- Spiritwear
- Science Fair
- Box Tops
- Yearbook

Visit the PTO Website for information on these additional volunteer opportunities.

## **Q: If I am selected as a Contact Parent, what are my responsibilities?**

A : A contact parent is a willing parent/guardian in charge of one of the three elementary school parties throughout the year. Three contact parents are chosen for each class and are responsible for the following:

- Select one party to plan and attend.
- Determine a meeting date, time and place for the party parent selection meeting.
- Determine party parents based on volunteer submissions
- Work with each party parent to:
  - Determine a meeting date, time and place for the planning meeting.
  - Communicate party planning meeting date, time and place with entire class **one month** prior to the party.
  - Use the classroom volunteer sheet to manage needed party donations.
  - Attend and actively participate in the party planning meeting.
  - Attend the party.

## **Q: What and When are the Classroom Parties?**

A: The parties include: Fall Festival (held in October), Holiday Party (held in December) and Valentines Party (held in February).

**Q: What is a Party Parent**

A: A party parent is a willing parent/guardian able to attend one of the three elementary school parties throughout the year. Two party parents are chosen for each party. With two party parents chosen for each of three parties, a total of six party parents are chosen for each class.

**Q: What are the Party Parent Responsibilities**

A: Party Parent responsibilities include:

- Working with the contact parent and other party parent to schedule a meeting date, time and place for the planning meeting.
- Attending and actively participating in the party planning meeting.
- Attending and participating in running the party.

**Q: What is Required to Attend a Party?**

A: License Scanning

- Your license **MUST** be scanned two weeks prior to the party in order to attend.
- **If your license is not scanned by the two-week date you will forfeit your spot and an alternate will go in your place. SCAN YOUR LICENSE NOW!**

**Q: Who can attend a party?**

A: Only the following individuals can attend a party

- One contact parent and two party parents are allowed to attend each party for a total of three parents at a single party.
- Only one parent per child may attend one of the three parties.
- Another parent or relative cannot attend in your place.

**Q: What is Not Permitted at a Classroom Party?**

A: The following is never permitted:

- Siblings
- Balloons
- Glass containers
- Outside entertainment
- Food & Drink of any kind
- Treat bags with any food items, gifts, or prizes

**Q: If I am selected as a Contact Parent or Party Parent can I make changes or switch with another classroom parent?**

A: No

- Once announced to the class there is no switching.
- You cannot force someone to switch even if that is the only party you can attend.
- Another parent or relative cannot attend in your place.
- If you are unable to attend your assigned Party, an approved alternate will attend in your place

**Q: How do I communicate with other Classroom Parents?**

A: Classroom parents will need to be notified about different things during the year. For your convenience PTO has pre-approved templates for these documents that you **MUST** use. **These templates are pre-approved by the principals so you will not need their approval before sending.** These templates in addition to other information will be provided in a Contact Parent Information Packet once all Contact Parents are selected.

Templates include:

- Contact and Volunteer Form– Introduces the contact parents to the class, explains the party parent selection process (including meeting date, time and place), collects contact information and solicits for party volunteers and supplies.
- Contact Form – Requests parent contact information.
- Volunteer Announcement Memo – Announces party parents and alternates.
- Party Planning Meeting Memo – Announces party planning meeting.
- Classroom Gift Memo– Solicits for holiday or end of year gift.

**Q: Who do I contact if I have additional questions on being a Contact Parent or Party Parent?**

A: Please email questions to [marscontactparents@gmail.com](mailto:marscontactparents@gmail.com)