

MAE and PC

Contact and Party Parent Volunteer FAQ and Party Guidelines

2022/2023

Contact Parent Volunteer FAQ and Party Guidelines

Q: Why do we have a Contact Parent 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 the classroom Contact Parent, what are my responsibilities?

A : The Contact Parent is a willing parent/guardian in charge of one of the three elementary school parties throughout the year and is responsible for the following:

- Select one party to plan and attend.
- Determine who will be assigned to each party based on Volunteer List provided by PTO. Different than prior years, the PTO will make a random selection based on submissions and provide the list of selected volunteers and alternates for the Contact Parent. It is then the Contact Parent's responsibility to engage the volunteers and decide who will be covering each of the 3 parties.
- Determine a meeting date, time and place for the party parent meeting.
- Work with each party parent to:
 - Determine a meeting date, time and place for the planning meeting (can be virtual)
 - Determine during meeting who will be covering each of the 3 parties
 - Determine during meeting which of the Party Parent volunteers can act as back up to the Contact Parent should the Contact Parent not be able to fulfill responsibilities throughout the year.
 - Distribute Party FAQ and Guidelines, Approved Email Templates as well as Classroom Contact List to the Party Parents
 - Communicate final list of Party Parent Volunteers for each party and the Alternate Contact Parent to the Contact Parent Committee

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. Three party parents are chosen for each party.

Q: What are the Party Parent Responsibilities

A: Party Parent responsibilities include:

- Working with the other party parents to schedule a meeting date, time and place for the planning meeting.
- Communicate party planning meeting date, time and place with entire class at least **2 weeks** prior to the party.
- Use the classroom contact list to request and 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 (held in October), Winter (held in December) and Spring (held in February).

Q: What is Required to Attend a Party?

A: License Scanning

- Your license **MUST** be scanned at the building where you will be volunteering 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

- Three selected Party Parents (this includes the Contact Parent for one party) are allowed to attend
- 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 the Contact Parent or Party Parent can I make changes or switch with another 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 parents?

A: 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.** Please see below for pre-approved templates.

- Any email that goes out needs to go out to all parents that elected to provide their email as part of the classroom directory.
- As we strive to be paperless, all communication must be through email.

- As a best practice for e-mail communication, Party Parents should include the Contact Parent in the To: line, but bcc all other classroom families. Some families may want the volunteer information, but not share their e-mail address with the entire class.

Q: What does a great class party include?

A: A great class party looks like this: craft, game, activity. You can do this in any order. Here are some additional tips:

- ⚙ Keep crafts and games simple for the Primary Center classrooms.
- ⚙ Break the classroom into "centers" where each center is completing a different craft or activity. Have each parent in charge of helping with one "center".
- ⚙ Older kids like more games and no craft
- ⚙ There are tons of websites with ideas (e.g. orientaltrading.com)

Q: Does the Mars PTO fund classroom parties?

A: No, the Mars PTO does not provide any funds for classroom parties. If you do not have many parents willing to donate to the classroom party, then make the necessary modifications. Do not put yourself in debt by financing the classroom party. Simplify it by skipping the craft and playing lots of games.

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