

MAE and PC Classroom Contact Parent and Party Parent FAQ and Party Guidelines

2023/2024

Why do we have a Classroom Contact Parent and Party Parents?

The PTO is responsible for managing volunteers for the school parties at the Primary Center and Elementary School. The schools permit three parents to attend each party (fall, winter, and spring). Since there are limitations on who can attend, rules were put in place to provide fairness. It is our intent to provide a fair way for each child to have an opportunity at having a parent/legal guardian attend a party.

What is a Classroom Contact Parent?

The Classroom Contact Parent is a parent/legal guardian in charge of one of the three school parties throughout the year. The Classroom Contact Parent will serve as the liaison between the PTO and Party Parents.

What are the Classroom Contact Parent responsibilities?

- Select one party to plan and attend
- Determine a meeting date, time, and location for the Party Parent selection meeting. This meeting should include all parents/legal guardians who expressed interest in volunteering at a classroom party (preference for this meeting to occur in person)
- Once the Party Parents have been selected for each of the three parties, the Classroom Contact Parent will:
 - Determine which of the Party Parent volunteers can serve as back up to the Classroom Contact Parent should the Classroom Contact Parent not be able to fulfill their responsibilities throughout the year
 - Distribute Classroom Contact Parent and Party Parent Volunteer FAQ and Guidelines, approved email templates, and classroom directory to the Party Parents
 - Determine a meeting date, time, and location for each party planning meeting
 - Communicate final list of Party Parent Volunteers and Alternates for each party to the classroom teacher and MarsContactParents@gmail.com email account
- Coordinate donations for holiday and year-end teacher gift

How is the Classroom Contact Parent selected?

Parents/legal guardians interested in serving as a Classroom Contact Parent should complete the "Classroom Contact Parent Form" by 9/15/2023. The PTO will choose all Classroom Contact Parents on 9/18/2023 by utilizing a random selection tool. All Classroom Contact Parents will be notified of selection by 9/19/2023.

What is a Party Parent?

A Party Parent is a parent/legal guardian able to attend one of the three school parties throughout the year. Three Party Parents are chosen for each party.

What are the Party Parent responsibilities?

- Communicate with Classroom Contact Parent and other Party Parents to schedule party planning meeting
- Attend party planning meeting for assigned party
- Utilize the classroom directory to request and manage party donations, if needed
- Attend the party

How are Party Parents selected?

The Classroom Contact Parent will schedule a meeting to select Party Parents for each of the three parties. The Classroom Contact Parent will:

- o Place all parent/legal guardian names who are interested in volunteering for the fall party into a hat and draw 3 names
- o Place all parent/legal guardian names who are interested in volunteering for the winter party into a hat and draw 3 names
 - *Remove Party Parents selected for fall party before drawing names
- o Place all parent/legal guardian names who are interested in volunteering for the spring party into a hat and draw 3 names
 - *Remove Party Parents selected for fall and winter party before drawing names

How are Alternate Party Parents selected?

Two Alternate Party Parents will be chosen for each party. Once all Party Parents are selected, the Classroom Contact Parent should place all remaining names not chosen into the alternate pool and draw two names for the fall party, two names for the winter party, and two names for the spring party

- Please do not permit Party Parents already selected to serve as an Alternate Party Parent for another party unless there are not enough volunteers

When are the classroom parties?

The parties include: fall (held in October), winter (held in December) and spring (held in February)

What is required to attend a party?

- Your driver's 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 due date, you will forfeit your spot and an alternate will be contacted to attend in your place. Please scan your license now!

Who can attend a party?

- Three selected Party Parents (this includes the Classroom Contact Parent for one party)
- Only one parent/legal guardian per child may attend one of the three parties
- Another parent, legal guardian, or relative cannot attend in your place
 - o If you are unable to attend your assigned party, the first Alternate Party Parent should be contacted

What is NOT permitted at a classroom party?

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

If I am selected as the Classroom Contact Parent or a Party Parent, can I make changes or switch with another parent?

- Once the selection process has taken place, switching is not permitted
- Other Party Parents cannot be forced to switch party assignments, even if that is the only party you can attend
- Another parent, legal guardian, or relative cannot attend in your place
 - If you are unable to attend your assigned party, the first Alternate Party Parent should be contacted

How do I communicate with other parents?

Parents will need to be notified about different things during the year. For your convenience PTO has pre-approved templates for these documents that **MUST** be used. 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 is sent should include all parents that chose to provide their email as part of the classroom directory
- As a best practice for email communication, Party Parents should include the Classroom Contact Parent in the **To:** line, but **BCC** all other classroom families. Some families may want the volunteer information, but prefer not to share their email address with the entire class

What does a great class party include?

Crafts, games, and/or activities! You can do this in any order. Here are some tips:

- Keep crafts and games simple for the Primary Center classrooms
- Break the classroom into three centers where each center is completing a different craft, game, or activity. Have each parent in charge of helping with one center

Does the Mars PTO fund classroom parties?

No, the Mars PTO does not provide any funds for classroom parties. If you are in need of supplies, please contact classroom families for donations or make modifications.

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

Please email questions to MarsContactParents@gmail.com

Are there other volunteer opportunities outside of classroom parties?

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
- Mars Spiritwear
- Science Fair
- Box Tops
- Yearbook

Visit the PTO website for additional information on these volunteer opportunities. Volunteer opportunities may also exist within your child's classroom. More information can be obtained by contacting your teacher directly.