

# **SUNQUAM ELEMENTARY SCHOOL PTA**

## **PTA CLASS PARENT INFORMATION**

**2019-2020**

Class parents are an integral part of the Sunquam PTA program and we appreciate anyone who is willing to assume this **responsibility**. As a class parent, responsibilities may include: forming class lists, selecting chaperones for class trips, selecting parents to assist with classroom celebrations, assisting with PTA events and most importantly, to communicate PTA information to the parents in the class.

Please remember, the PTA has many committees, activities, and events that also require parent involvement. Being a class parent is only one way you can be involved in your child's education.

**TO SUBMIT YOUR REQUEST FOR CLASS PARENT PLEASE GO TO  
SUNQUAMPTA.ORG AND CLICK ON THE CLASS PARENT LINK.**

**ALL REQUESTS MUST BE SUBMITTED ONLINE BY 9/7/19. There are no  
exceptions! We will not be accepting paper forms.**

Please keep in mind the following guidelines and class parent responsibilities prior to submitting the PTA Class Parent Selection Form.

### Selection Guidelines

1. The parents chosen are to represent the class as a collective group of class parents (there will be a "lead class parent" selected based on prior PTA participation in addition to another class parent)
2. If there are not two class parent volunteers, we will include previous year class parents in a separate drawing.
3. A parent can submit their name for a different child even if they were a class parent last year for a sibling.
4. If a parent submits for more than one child and is chosen for both, we will assign the parent to a class based on their preference list (1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc) that is filled out on the Class Parent Selection Form.
5. A confirmation email will be sent to those parents whose form we have received by Sunday, Sept 8<sup>th</sup>. If you do not receive a confirmation email by September 8<sup>th</sup>, we may not have received your form. Please contact Jaime Zipper at [jaimezipper@gmail.com](mailto:jaimezipper@gmail.com) or Wendy Sherman at [wendyshermanpta@gmail.com](mailto:wendyshermanpta@gmail.com) by Monday, September 9<sup>th</sup> at noon.
6. **All class parents must attend a meeting on Tuesday, September 10<sup>th</sup> at 7:30 pm in the Sunquam Cafeteria where you will receive your class folders. This is immediately after the first PTA meeting and is mandatory.**

### Class Parent PTA Responsibilities

1. Being a paid member of the Sunquam PTA by 10/1/19
2. **Attending monthly PTA General Meetings and PTA Events (must attend a minimum of 4 meetings). Attendance will be taken**
3. **Must serve on a committee of a PTA event**
4. Supporting the PTA by helping to find volunteers from your class and getting the word out to the parents about upcoming events. This includes forwarding important emails and reminders in a timely fashion.
5. Parents may be called upon to attend a District Committee Meetings and report at the next PTA meeting.

Administrative Approval \_\_\_\_\_

PTA Approval \_\_\_\_\_