

SUNQUAM ELEMENTARY SCHOOL PTA

PTA CLASS PARENT INFORMATION

2022-2023

Our 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, assisting with PTA events and most importantly, to communicate PTA information to the parents in the class. Please remember, the PTA has many committees and activities that also require parent involvement and 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](https://sunquampta.org) AND CLICK ON THE CLASS PARENT STAR LINK.

ALL REQUESTS MUST BE SUBMITTED ONLINE BY 9/12/22. 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 parents (there will be a “lead class parent” selected based on prior PTA participation in addition to another class liaison)
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 (1st choice, 2nd 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 Sept 12th. If you do not receive a confirmation email by September 12th, we may not have received your form. Please contact Wendy Sherman at wendyshermanpta@gmail.com or Nicole Scheiner at np29@aol.com by Tuesday, September 13th at 10am.
6. **All class parents must attend the first September PTA meeting of the school year, Tuesday, September 13th at 9:30am.** PTA meetings are currently scheduled in person and will be held at 9:30am on the first Wednesday of the month in most cases. Please note there are months where we have to meet on a different day due to a conflict on the district calendar

Class Parent PTA Responsibilities

1. Be a paid member of the Sunquam PTA by 10/1/22.
2. **Attend virtual monthly PTA General Meetings and PTA Events (must attend a minimum of 4 meetings). Attendance will be taken.**
3. Support the PTA by helping to get the word out to parents about upcoming events and activities. This includes forwarding important emails and reminders in a **timely** fashion.
1. Parents may be called upon to attend a District Committee Meeting and report at the next PTA meeting.

Administrative Approval: KL

PTA Approval: *CK*