

# Volunteer as a Homeroom Parent or Helper

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Are you interested in organizing and supporting events for your child's class this school year? Be a part of your child's classroom experience and liaison between your child's classroom teacher and parents! Consider signing up as a Homeroom Parent (HRP) or Homeroom Helper (HRH)!

The HRP is the primary liaison between the classroom teacher and the classroom parents while HRH assist the HRP through the school year.

## The Homeroom Parent

- ✓ Is a member of Hartwood PTO (\$10 membership fee)
- ✓ Volunteers for at least one Traveling Art Gallery (TAG) session AND is responsible for finding volunteers for staffing the other 3 sessions. In the event of no volunteers, the HRP/HRH is expected to fill in for TAG. See FAQ for more information on TAG
- ✓ Organizes monetary contributions from classroom parents to purchase teacher gifts twice a year (Holiday Break in December and End of School Year in May). A teacher survey will be provided to all homeroom parents to tailor the gift choice for the classroom teacher
- ✓ Organizes and collects contributions to the classroom basket raffle (Feb-March)
- ✓ Provides parents with a monthly classroom/PTO event update
- ✓ Attends at least 2 PTO meetings (one can be the homeroom parent meeting in Oct)
- ✓ Supports PTO events by encouraging classroom parents to volunteer for all events
- ✓ Helps the teacher staff field trips and class room activities (only if requested by the teacher)
- ✓ Recruits parent volunteers for PTO sponsored school events (Fall Festival, Field Day, Book Fair, etc.)
- ✓ Volunteers in PTO sponsored school events

## The Homeroom Helper

- ✓ Works closely with the HRP and offers any assistance his/her tasks
- ✓ Volunteers for at least one Traveling Art Gallery (TAG) session. In the event of no volunteers, the HRP/HRH is expected to fill in for TAG. See below for more information on TAG
- ✓ Attends at least 2 PTO meetings (one can be the homeroom parent meeting in Oct)
- ✓ Participates in the Teacher Assistance Program (TAP). See below for more information on TAP
- ✓ Volunteers in PTO sponsored school events (Fall Festival, Field Day, Book Fair, etc.)
- ✓ Communicates closely with the HRP on a regular basis

## Frequently Asked Questions

### **What do I need to volunteer?**

All three clearances and volunteer application need to be on file with the school district. Please see HPTO Website (<http://www.hartwoodpto.org>) for more information.

### **What if I have more than one child in different classrooms at Hartwood?**

Volunteering in each of your children's classrooms is always welcome and appreciated but please select only one class to serve as the HRP each year! You can sign up as a HRH in other classes.

### **What if more than one parent is interested in volunteering as a homeroom parent?**

The HPTO Board will use an unbiased selection process to appoint a HRP. The other interested parents will be provided the opportunity to volunteer as HRH, assisting the HRP.

### **How long is the sign-up open?**

The sign-up window closes on Sep 15 and assignments will be announced by Oct 1.

### **I am a new Hartwood parent - how can I learn the ropes?**

We will have a meet and greet event in early October to network with other homeroom parents and review the HRP/HRH responsibilities and exchange lessons learned.

### **What is Traveling Art Gallery (TAG)?**

Traveling Art Gallery (TAG) is a program to help our students learn about various artists and their styles through short presentations and hands-on activities. Parent volunteers instruct the students using a provided power point lesson followed by leading an artistic endeavor inspired by the artist. No prior knowledge of art needed.

### **What is Teacher Assistance Program (TAP)?**

Teacher Assistance Program (TAP) is a program to help teachers and staff with clerical work so they can focus on instructional time during the school day. This program is designed to promote and maintain a supportive relationship with teachers and school staff. Volunteers may be asked to do clerical tasks such as copying instructional materials, assembling distributions, mounting artwork, shelving books, hanging projects, binding, laminating, stapling, or cutting for interactive notebooks.

### **How do I sign up?**

Sign up online at <http://www.hartwoodpto.org> (sign-up link will be live on 28 Aug 2017, 7am ET)

### **Questions?**

Contact Homeroom Parent Coordinator: Dee Devarajan

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