

Cornelius Elementary PTO Room Parents Guidelines for Collecting Money for Teacher Gifts

Based on suggestions from our state and local PTO as well as from the Cornelius administration, the Cornelius PTO is being proactive in adopting a set of guidelines for room parents to use when collecting money for the purpose of purchasing group teacher gifts.

Many room parents choose to collect money for teacher gifts (birthday, winter holiday, and end-of-year) either in one lump sum early in the school year (October/November) or in installments throughout the year. Room Parents are asked to follow the guidelines below:

- Please notify parents that making a contribution for a group gift is completely optional and that the amount given is totally up to the family. Please do not suggest an amount for families to contribute.
- Please communicate from the beginning that the money collected is for the teacher/faculty member's birthday gift, holiday gift, and end-of-year gift given during teacher appreciation week.
- When collecting money for teachers gifts, be sure that money and checks come to school through the child's book bag in a envelope labeled with the child's name and the teacher's name and what the money is for.
- The room parent in charge of collecting money must send an email receipt (with the amount given) to each parent who contributes. The other room parent(s) must be copied on this email in order to protect room parent volunteers as well as to provide accountability to all parents. (Please see example.)
- Together, the room parents must keep an accurate record of the money collected and spent. While the individual contributions should be kept confidential between the two room parents, please share the total amount contributed for gifts with all of the parents in the class.
- In addition, please plan to notify all parents when each gift is purchased, so all are fully informed about how the money is spent.
- The Room Parent Coordinator will send you approved email templates prior to the time that you are to collect money or ask for help for Power Time or other events. You will be able to customize them to your specific teacher.

Thank you for taking on this significant volunteer job! Please address any questions to your PTO Room Parent Coordinator or your PTO Executive Board.

Sample Email:

Dear _____,

I received your contribution of \$_____ to be used along with other parents' contributions for the purchase of a birthday gift, winter holiday gift, and end-of-school year gift for _____ and the faculty member _____ assigned to our class.

I have copied the other room parent(s) _____, so that both of us can work together to keep an accurate record of money collected and spent.

Thank you for your generous contribution. Please let me know if you have any questions.

Name, Room Parent Contact Info