

Room Parent Best Practices

These are some ideas we have come up with that we hope will help you navigate the year.

Signing up Volunteers:

- Every teacher will have different needs for volunteers. Please speak to your teacher ASAP to find out his/her needs for the year.
- You may choose to use several different methods in signing up volunteers
 - Sign up genius (this can track volunteers for the whole year and it send reminders).
<http://www.signupgenius.com/>
 - You can create your own calendar in Google docs. Email it to the class with the available spaces. This can also be helpful for the whole year and weekly volunteer needs.
 - Email the class each time a volunteer need arises and have them contact you directly if they can fill the need.

Keeping the volunteering peace:

- Send Regular Reminder Emails: It has worked well for us to send a regular email reminder of upcoming volunteer commitments and open volunteer slots. Those emails can be sent weekly, every other week or monthly depending on how many volunteer openings you have and how responsive your class is. At a minimum, send a monthly reminder email, and try to set a regular schedule for sending them. You may find you have a core group of volunteers you can call on to fill immediate openings. Always include a link to the online calendar in our reminder email.

Volunteer Guidelines: Please inform your parents of these guidelines

- Please do not talk on your cell phone or text while volunteering
- Please do not bring younger siblings with you while you are volunteering
- Please find substitutes for your obligations if you are not able to make it yourself
- Please register online to be a volunteer and sign-in at the front desk whenever you volunteer. www.cmsvolunteers.com
- Send reminders before the event/need
- Let parents know they must find sub if needed.

Other stuff

- Touch base with your teacher regularly as their needs will change as the year progresses. They may have supplies/needs that you can help fill if you stay in open communication.
- Photographers for every class.