



San Ramon PTA Membership Packet 2023-2024

Dear San Ramon Parents,

I would like to send out a heartfelt welcome to a new and promising school year for our new and returning families! We are looking forward to a wonderful school year filled with learning, growth, laughter and fun for the children and families of San Ramon Elementary School. As a PTA, we will do whatever we can to try to help answer any questions we can as they pertain to PTA activities, and support the faculty and staff at San Ramon as they lead our children on their education journey.

Now that most of our events are back in action, it is more important than ever for our parents to join the PTA, to participate in meetings, and remain engaged in what is going on with San Ramon. We hope you will join the San Ramon Sneak Peek Event on August 23 from 4-6pm for more info.

The San Ramon Elementary School PTA board for this school year is committed to finding ways to engage students and support their learning as we have in the past. Each year, our PTA provides funds directly to our school site to support things like: literacy, technology expenses, art programs, the school garden, music, Universal Access and so much more. As always, this financial support that the PTA provides for our school requires us to raise funds to support these programs. We do understand that these times have been financially difficult for so many, but if you do have the means to support our school, we would greatly appreciate the support. We will be starting the school year with the annual family giving campaign.

San Ramon has an emergency container stocked with supplies such as bulk food, water, medical supplies and other emergency equipment so the San Ramon community is ready in the event of a disaster. These supplies need to be updated annually to remain fresh. In addition, emergency preparedness funds are used to train staff in first aid and other emergency skills. Your donation of **\$5 per student** will help the PTA make San Ramon ready. If you are unable to contribute that amount, any amount helps. **In the event of a disaster, the needs of all students will be met, regardless of your contribution.** Donations can be made through the PTA Membership Form below.

TO BE PART OF IMPORTANT COMMUNICATIONS

ParentSquare is Aeries' communication portal. Download the app today! Find more info here: <https://nUSD.org/parent-square>

I look forward to meeting those of you I haven't met yet and working with you to make this school year a fun and memorable experience!

If you have any questions please don't hesitate to contact us at PTA@srepta.com

Colette Perachiotti
PTA President

Parent Teacher Association - every child. one voice

~All forms due by Sept 1st~



San Ramon Elementary School PTA Communication Authorization Form

By completing this form you are authorizing members of the PTA and the Room Parents for your classroom to contact you via email for the 2023/2024 school year. Your personal information will not be shared outside of the PTA and Room Parent for your classroom(s). Room Parents are instructed to use the bcc feature when emailing families.



For an online version of this form visit <https://bit.ly/SRECommForm> or scan the code pictured here with your smartphone camera. You will be prompted to visit the form online.

Parent/Guardian 1

Email Address

First Name

Last Name

Parent/Guardian 2

Email Address

First Name

Last Name

Student Name

Grade /Teacher (If Known)

Student Name

Grade /Teacher (If Known)

Student Name

Grade /Teacher (If Known)

By signing below, you are authorizing the PTA and Room Parent for your student(s) to contact those listed above via email.

Signature

Date

I would like to be contacted about volunteering for my child's classroom.

Yes

No



PARENT'S APPROVAL, STUDENT, FAMILY, AND PARTICIPANT WAIVER

2327 L Street, Sacramento, CA 95816-5014(916) 440-1985 • FAX (916) 440-1986 • Email info@capta.org • www.capta.org

Print the name of all family members who may participate in any PTA sponsored events for the 2023-2024 school year (including student, siblings and parents):

1. _____
Participant Name Age, if minor child
2. _____
Participant Name Age, if minor child
3. _____
Participant Name Age, if minor child
4. _____
Participant Name Age, if minor child

The undersigned parent(s) or guardian(s) assume all risks in connection with the participation of all individuals listed above in any and all of the PTA sponsored activities.

I attest and verify that all individuals listed above are physically fit and able to participate in any PTA sponsored activities. Further I acknowledge that it is my responsibility to understand any inherent risks associated with PTA sponsored activities and communicate those risks to all individuals named above.

I do hereby certify that to the best of my knowledge and belief all individuals named above are in good health. In the event that I, or other parent/guardian, cannot be reached in an emergency, I hereby give permission to secure proper treatment for my child(ren). I/we do hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the attending physician, surgeon or dentist and performed by or under the supervision of the medical staff of the hospital or facility furnishing medical or dental services. It is further understood that the undersigned will assume full responsibility for any such action, including payment of costs.

I/we hereby advise that the above named minor(s) has the following allergies, medicine reactions or unusual physical conditions, which should be made known to a treating physician: (If none, please write the word "none". If yes, put first name of child and the allergy/condition.): _____

I/we, as parent(s) or guardian(s) of the minor(s), do hereby, for my child/children, myself, my heirs, executors and administrators, release and forever discharge and hold harmless the California State PTA, the local PTA and all officers, directors, employees, agents and volunteers of the organizations, acting officially or otherwise, from any and all claims, demands, actions or causes of action which in any way arise from the participation of any individuals listed above in any PTA sponsored activities.

By signing below, I confirm that I have carefully read and fully understand its contents. I am aware that this is a release of liability and signed it of my own free will.

1. _____
Parent/Guardian Signature Print Name Date
2. _____
Parent/Guardian Signature Print Name Date

Address City State Zip Phone (include Area code)

Parent Teacher Association - every child. one voice

~All forms due by Sept 1st ~



2023 - 2024 Annual Giving Campaign

The Family Giving Campaign can be the biggest fundraising effort of the year! The purpose of the Family Giving Campaign is to bridge the gap between what the state provides and what it REALLY costs to deliver an outstanding education to each of our students. The PTA contributes about \$250 per student annually to enrich their classrooms and education.

If every family donated \$250 per child, we would FULFILL our fundraising efforts for the 2023-2024 school year.

Options	Donation Information
Option 1	\$750 <u>Supports programs for 3 students for the year</u> ● PTA membership for 3 included
Option 2	\$500 <u>Supports programs for 2 students for the year</u> ● PTA membership for 2 included
Option 3	\$250 <u>Supports programs for 1 student for the year</u> ● PTA membership for 1 included
Option 4	Any donation amount is appreciated, it's for the kids!

This is a tax deductible contribution. Tax ID/EIN #23-7059941 *Please check with your employer to see if your company matches charitable donations*

PAYMENTS: May be made today via credit card, cash, a check made out to San Ramon Elementary PTA, or PayPal: www.paypal.com using: srelementarypta@gmail.com.

Although our pledge drive runs through the end of September, your donations are welcome anytime.

Parent Teacher Association - every child. one voice

~All forms due by Sept 1st ~



San Ramon PTA Membership Form

Please note that only one payment form per family is needed. Please read all the enclosed forms before filling out this Master Payment Form, and return this form to your child's teacher or the school office by Friday, Sept 1, 2023.

Parent 1/Guardian Name: _____

Address: _____ City: _____ Zip Code: _____

Home Phone Number: _____ Cell (optional): _____

Email address: _____

Parent 2/Guardian Name: _____

Address: _____ City: _____ Zip Code: _____

Home Phone Number: _____ Cell (optional): _____

Email address: _____

Student Name(s) & Grade(s): _____

Item	Quantity	Total \$
Family Giving Campaign (credit card payments at www.paypal.com to srelementarypta@gmail.com)		
PTA Membership (without Family Giving Campaign - \$15/person)		
Charitable contribution to PTA (tax deductible):		
Emergency Preparedness (\$5 per child):		
Library Gift Book (please fill out the form - \$25 per book)		
Library General Donation		
Birthday Marquee (please fill out the form - \$25 per message)		

Please make checks payable to San Ramon PTA. **TOTAL:** \$_____

☐ I would like a receipt for my charitable donation for tax purposes.

X_____

Parent signature

~All forms due by Sept 1st~



Donate a Book!

Help the San Ramon school library expand its collection of quality books for our children!

How The Gift Book Program works:

- ★ Honor, memorialize, celebrate or otherwise acknowledge a person or event for a donation of \$25 per library book. Please, only one book per child! The head librarian will order the books specifically for that child's developmental reading level and age group.
- ★ Each book will include a commemorative bookplate with your child's name (and/or the honoree's name) and a brief inscription inside the front cover.
- ★ In addition, your child gets to be the first person to check the book out of the library!

How to participate:

Fill out the attached order form (**please print**) and make checks payable to the San Ramon PTA in the tax-deductible amount of **\$25 per book, per child**. Return to school no later than **October 6, 2023**.

Remember, your donation is the **ONLY** source of new books for the library and will ensure that the library continues to be a valuable resource for all children at San Ramon Elementary. Thank you for supporting the San Ramon Gift Book Program!

San Ramon Gift Book Program!

I, _____ would like to donate a book to the Library in honor of _____
_____. Please include this special message on the
bookplate: _____

Your Phone Number _____ Room Number/Teacher _____

San Ramon Gift Book Program!

I, _____ would like to donate a book to the Library in honor of _____
_____. Please include this special message on the
bookplate: _____

Your Phone Number _____ Room Number/Teacher _____

- ★ ***You are also welcome to make a general donation (in any amount of your choice) to our school library book fund on the PTA membership form.***



Celebrate Your Student's Birthday On the Electronic Marquee

Child's name:

Birthdate:

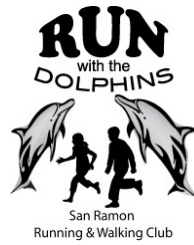
Date you would like your birthday message displayed:

Message you would like displayed (no more than 15 words)

Please return this form to your child's teacher or to the office. Questions, email birthdays@srepta.com. Please contact us at least **one week** prior to your child's birthday, if possible, or we cannot guarantee placement. Additional forms are available in the school office.

Donation of \$25 to San Ramon Elementary PTA. Please deliver your donation to the office. Federal Tax ID number 237059941

FOR THOSE WITH SUMMER BIRTHDAYS- we are happy to celebrate half birthdays or celebrate during the first and last months of school!



San Ramon Running and Walking Club

The 2023-24 San Ramon Running and Walking Club (SRRWC) will begin at the end of September, and will be held every Wednesday through the middle of May! The SRRWC is an optional program that takes place once a week during lunch recess. Each runner/walker will receive a necklace and special tokens, corresponding to each milestone they complete.

Name of Runner(s):

_____ will participate in the San Ramon Running & Walking Club.

I hereby advise that the above named minor has the following allergies, medicine reactions or unusual physical condition which should be made known to a treating physician or which could limit participation:

**** If no allergies, please write "None" ****

Parent Signature: _____ Date: _____

Please fill out this form for participation and return even if you are unavailable to volunteer

**** We need volunteers on the field. Please sign up below to help! ****

Yes, I can help with Running Club at Lunch Recess on Wednesdays

*Volunteers are requested to be on the field 15 minutes early. 12:15pm for 1st-3rd grade
and 12:45pm for 4th & 5th grade.

Name: _____

Email: _____

Phone: _____

Availability (please circle one): 1x Month 2x Month More than 2x per month



San Ramon 2023-2024 Volunteer Opportunities

You can make a difference!

Your San Ramon PTA is looking for volunteers and YOU can help! We are searching for parents and other family members to continue our San Ramon traditions, plan some new ones, and help shape the future of our school. These events and programs won't happen without your help.

Any Event/Committee Chair can be shared, so grab a friend and sign up!

If interested, please fill out this form and have your child give it to their classroom teacher to give to the office or email SREprograms@gmail.com

Name: _____

Email Address: _____ Phone: _____

Student's Name: _____ Grade: _____ Teacher: _____

Student's Name: _____ Grade: _____ Teacher: _____

If you are interested in volunteering as a committee member only, please mark the box ☐.

If you would like to be a chair or co-chair for one of the opportunities below, please fill your name in the blank.

If you are interested in helping the PTA, but not sure where to start and would like to be contacted by someone on the board please check this box ☐.

PTA Events and Committee Chairs:

- ☐ **Lapathon: (Fall) Chair Needed:** _____ ***Fundraiser**
- ☐ **Waivers: (Ongoing) Board Member needed:** _____
- ☐ **Parliamentarian: (Ongoing) Board Member Needed:** _____
- ☐ **After School Enrichment Coordinator: (Ongoing) Chair Needed:** _____
- ☐ **Auction: (March) Chair: Melissa Pflum: *Fundraiser**
- ☐ **Spiritwear: (Ongoing) Chair: Carly Daniels**
- ☐ **Outdoor Movie Night: (Fall) Chair: Erin P. Ackenheil *Fundraiser**
- ☐ **Family Fun Night #1 (October) Chair Needed:** _____

- ☐ **Ladies Night: (Fall)** *Chair: Alycia Cavellini* *Fundraiser
- ☐ **Scholastic Book Fair: (September/October)** *Chair: Jen Kelly* *Fundraiser
- ☐ **Family Fun Night #2: (February)** *Chair Needed: _____* *Fundraiser
- ☐ **Talent Show: (March/April)** *Chair: Courtney Larson & Ashley Albertson*
- ☐ **Coin Drive: (Spring)** *Chair Needed: _____*
- ☐ **Annual San Ramon Golf Tournament: (Spring)** *Chair Needed: _____*
*Fundraiser
- ☐ **Dolphin Jamboree (June)** *Chair: Kristin Cikowski*
- ☐ **Running and Walking Club: (Ongoing)** *Chair Needed: _____*
- ☐ **Garden Committee: (Ongoing)** *Co-Chairs: Elizabeth Zwart and Denielle Durham*
- ☐ **School and Event Yearbook Photographers (Ongoing)** _____
- ☐ **USAgain Tree Machine Coordinator: (Ongoing)** *Chair Needed: _____*
*Fundraiser
- ☐ **Dolphin Cart (Ongoing)** *Chair: Jenny Brandt*
- ☐ **Solicitation Manager: (Ongoing)** _____ *Fundraiser
- ☐ **5th Grade Committee: (Ongoing)** *Co-Chairs: Angela McCoy and Jenny Brandt*
- ☐ **Disaster Preparedness: (Ongoing)** *Chair Needed: _____*
- ☐ **Other Group or Club! What are your ideas? (ongoing)**
What are you good at? Do you have ideas how the PTA can support our school and what your contribution could be? Please let us know by writing it below!



List and Descriptions of San Ramon PTA Volunteer Opportunities

VP of Fundraising: *(Ongoing)* This is a co-chair position. The VP of fundraising works with committees and the PTA board to plan and organize fundraising events and activities. Please consider signing up so that we can ensure our students continue to have a wonderful and fulfilling education and experience at San Ramon!

After-School Enrichment: *(Ongoing)* Decide on and coordinate the Fall, Winter, and Spring sessions of after-school enrichment classes! (Past offerings have included Spanish, yoga, Lego engineering, reptiles, art, music, drama, chess...)

Annual San Ramon Golf Tournament: *(Spring)* Help plan a golf event. This is a fun event! *Fundraiser

Art Docent: *(Ongoing)* Chair manages and oversees the volunteer-led classroom art docent program, where students are exposed to fantastic art education and projects. If interested in becoming an art docent for the classroom, look for the signups at back to school night.

Assemblies & Cultural Arts: *(Ongoing)* Work with a team of teachers to decide on and coordinate school-wide assembly days! (Past assemblies have included live wild animal shows, student participation theater productions, concerts, science shows, athletic shows, and more.)

Auction: *(March)* We need you! Help plan the year's biggest, adult only party and fundraiser. Responsibilities include selecting the theme and decorations, planning the event schedule, picking the menu, hiring the entertainment and activities, securing donations, helping post items to the website, collecting items and running the event the day of. *Fundraiser

Author's Day: *(Spring)* Coordinate one of our favorite all-school events: Author's Day! (Includes reaching out to potential authors and coordinating the day's events - author presentations, book signing, and luncheon with the help of the hospitality crew.

Birthday Marquee: *(Ongoing)* Coordinate a calendar and sell space on the marquee in front of school for birthday wishes. Update the sign to reflect the names of the person that purchased the calendar spot.

Campus Cleanup: *(Ongoing)* Volunteers needed to help keep our campus beautiful by participating in our campus cleanup events.

Dance: *(February)* Coordinate a fun event! Responsibilities include picking the theme, purchasing the necessary supplies, marketing and ticket sales, arranging a DJ, organizing volunteers for set up/clean up, and decorating and serving food. *Fundraiser

Disaster Preparedness Coordinator: Ensure the onsite storage shed is stocked and not expired. You will work with the principal to order needed items after drills and make sure we are ready for emergencies!

Dolphin Jamboree: *(June)* Manage and oversee our end of the year celebratory family event. Please sign up to help us keep this tradition going and help celebrate the success and hard work of our San Ramon students.

E Script Programs/Box Tops/Amazon Smile: *(Ongoing)* A year round, no cost fundraiser that encourages parents to participate in community programs that already exists and will contribute money to our school as a result of our purchases/participation.

Family Fun Night #1: *(October)*: This is a fun event for the whole family! Will it be a Halloween Themed Costume Bingo, Haunted House, Fall Festival or something different and new? Responsibilities include scheduling the space and entertainment, supplies, food, organizing volunteers, communication and set up/clean up.

Family Fun Night #2 Art Night: *(Spring)* Another fun creative event for the whole family! Help kids and families bond over art exploration and creative expression. Responsibilities include scheduling the space, communication, buying materials, organizing volunteers, and set up/clean up.

Fifth Grade Committee: *(Ongoing)* Committee members help plan, organize and fundraise for the many 5th grade special events throughout the year. These can include the holiday boutique, outdoor ed, 5th grade gift, promotion ceremony and other activities to help send off our graduating 5th grade class.

Garden Committee: *(Ongoing)* San Ramon Garden committee organizes fun monthly educational activities, while maintaining the garden. The committee organizes garden volunteers from each classroom and the monthly activities offered to each class. The committee works as a team to keep the garden looking beautiful! Additional duties include: Improvements, fixes, planting, weeding and harvesting.

Grant Writing: *(Ongoing)* Help San Ramon get grants to support our important programs.

Holiday Coin Drive: *(November-December)* Help San Ramon students and families get into the holiday giving spirit by coordinating a coin drive. Responsibilities include getting the coin tubs to each classroom, collecting the coins, and collaborating with student council to pick the organizations to donate to.

Hospitality: *(Ongoing)* The committee chair sets the schedule and the tables, communicates with eager cooks and bakers, and become teacher's pet by coordinating the staff appreciation luncheons. Be on the lookout to sign up to bring food and drinks to our hard-working staff.

Kindergarten Orientation: Welcome incoming San Ramon Kindergarteners and their families by creating an inviting, fun, and informative orientation event right before school starts.

Kona Ice/Dine and Donate: (*Ongoing*) Schedule quarterly or monthly dine and donate events with local restaurants that will donate a portion of the lunch or dinner back to the school. This is a great way to support our school and local businesses. Coordinate Kona Ice events throughout the year. *Fundraiser

Ladies Night: (*Fall*) Plan a fun MNO in the Fall. Evening includes donated raffle items to be won. *Fundraiser

Lapathon: (*Fall*) This fundraising event is a student favorite! Help plan an event collecting donations for running laps at school. This will include organizing a committee to set up, run event, and clean up. T-shirts need to be ordered and distributed. We need at least 3 committee members and many volunteers the day of the event. *Fundraiser

Library Gift Book: Fill our school library with new books by managing the annual Fall gift book drive! (Perfect at home position for parents with little ones)

Lunch Club – (*Ongoing*) Do you have an idea to run a lunch club? Maybe a once-a-month chess club, drawing or comic club? This is a great way to engage all kids with different interests during lunch.

Mud Run (*December*): Help plan a student and family favorite event! Get muddy and run or walk the course. Trophy for the muddiest kid!

Outdoor Movie Night: (*September*) Responsibilities include booking the blow-up screen company, selling tickets, picking the movie, organizing volunteers, setup/clean up, and selling food and drinks. *Fundraiser

Parent & Child Event: (*Spring*) Coordinate a fun event out! Maybe it will be miniature golf, bowling, or a NERF event. Responsibilities could include booking the activity, advertising the event and managing ticket sales. *Fundraiser

Pay to Play Coordinator: (*Ongoing*) This coordinator would plan pay to plays by finding parents or San Ramon community members with special skills to share, booking the event, sending out the info, and getting kids signed up. What a fun way to raise money and give kids something exciting to do! Please check the box if you have an idea to share for a pay to play. *Fundraiser

Reflections Chair: (*Fall*) Responsibilities will include working with the district and the school to get student involvement and participation. Also help plan a celebration party.

Room Parent Coordinator: (*Ongoing/May*) Serve as the go-between for PTA program heads and parents by getting word out about important happenings, via email, to room parents, who email the notices out to their classes. Guide room parents in planning class parties and events with their classroom teacher. Coordinate Staff Appreciation Week in May and help spoil our amazing hard working San Ramon staff.

Running and Walking Club: (*Ongoing*) Jobs include setting up the field and a volunteer schedule, ordering awards, and tracking student progress. Volunteers will help on the field at this popular Wednesday lunchtime Running and Walking Club, where students earn tokens as they get fit walking, jogging, and running hundreds of miles with their friends! We need many volunteers!

Safe Routes Representative: (*Fall and Ongoing*) Encourage San Ramon students and families to walk, ride, and roll to school as often as possible and coordinate our annual International Walk to School Day in the fall!

San Ramon Spirit wear: (*Ongoing*) Help San Ramon families show their school spirit by managing the inventory and sales of San Ramon sweatshirts, shirts, hats, and stickers, water bottles and more!

Scholastic Book Fair: (*September/October*) The committee chair will work with a Scholastic Book Representative to organize the Book Fair which includes setting up the book fair, getting volunteers to work shifts during the weeklong event and cleaning up after the book fair is over. The kids love this one. *Fundraiser

School and Event Photographers: (*Ongoing*) Help take photos at school and during events for the yearbook.

Sneak Peek: (*August*) This event helps families fill out the PTA packet and gets kids excited about school! Work with the office manager to plan the event. Help organize stations, communicate to families to attend, get volunteers and help kids find out who their classroom teacher is! Some work will be done online.

Solicitation Manager – (*Ongoing*) Work in conjunction with committee chairs to help solicit businesses for donations and money for their event (manage spreadsheets, reach out to businesses for donations and money, etc) *Fundraiser

Tour of Novato: (*Spring*) You will work with the Tour of Novato coordinator to help get riders and participants. Responsibilities will include attending one meeting and communications.

Talent Show: (*March/April*) Make any and every student a STAR by managing San Ramon's annual favorite, the live-act talent show. *We need 2 co-chairs to make this event happen.*

Yearbook (*Ongoing*) Make the San Ramon yearbook our best one yet! Committee solicits photos, designs the yearbook with a user-friendly template, and manages yearbook sales and distribution.



Looking for Classroom Volunteers



Room Parent

- Our classrooms need to have at least one room parent. This job can be shared, so grab a friend, sign up, and help support our teachers!
- Facilitate email communication between parents and the teacher, school, and the PTA
- Help organize and plan class parties or events with the teacher
- Organize teacher gift opportunities and teacher appreciation week in May
- Ask parents for needed supplies or recruit volunteers for classroom support
- Support teacher with any appropriate need that may arise

Garden Helpers

We have lots of fun things planned for our school garden this year. Classroom Garden Helpers will help assist the class on the classroom garden days. Typically classes go to the garden once a month.



No green thumb needed!

Classroom Art Docents

Help bring art curriculum into the classroom! Art docents can choose from a variety of art lessons provided by the school or from your own ideas. Art docents work with the teacher to schedule time to teach lessons, prep materials and clean up after the lesson.



*Not all teachers participate in the art docent program.

If interested, please contact your classroom teacher and email SREprograms@gmail.com.



ROOM PARENT EXPECTATIONS

2023-2024 Edition

What to Expect From the Room Parent Coordinator

- Messages to be distributed to your classes through email and Parent Square
- Sample monthly newsletters/emails that you can leverage and customize if you like
- Availability to answer questions, offer guidance and share ideas for class activities and celebrations.

What You Can Do to Make the Year Successful

Teacher Support

- Reach out to your teacher to review expectations, goals, and plans for the year. Every teacher is different and this initial expectation setting discussion can be essential to understanding how much they want you involved in classroom activities and communication.
- Communicate about class and community events as well as wish-list items as needed.

Class Celebrations

- Coordinate class celebrations at the direction of your teacher several weeks before each celebration to see what the theme is (if applicable), what the teacher's expectations are, and what assistance the teacher may need. Sometimes during the year, volunteers will be allowed to help in the classroom and other times not allowed.
- A general rule for parties is to limit sugar treats to one per student. Other healthier snack options may be offered such as: fruit, popcorn, cheese sticks, etc.
- Check with your teacher if there are any food allergies when planning snacks.
- Please remember that our community comes from a variety of backgrounds and in an effort to be respectful of all family's beliefs, celebrations should be more seasonal and non-denominational.

Field Trips and Class Activities

- Assist your teacher with field trips and class activities as they need you. Find out if they want you to handle volunteer recruiting and communications.

Teacher/Staff Appreciations

- Keep parents and children informed of special dates, such as the teacher's birthday, teacher appreciation week, and other special occasions. Be sure to utilize your teacher's favorite things questionnaire.

- ❖ Be respectful of the right to privacy of all families. Please do not post photos on social media or photo sharing sites of students without prior consent from parents/guardians.
- ❖ Finally, if you are unable to meet your duties as a room parent, please first find a replacement and let your teacher as well as myself know as soon as possible. Thanks for your time.

Email SREprograms@gmail.com with questions.



Art Docent Program

Thank you for volunteering to be an Art Docent!

Here is an overview of the Art Docent Program:

1. Contact your classroom teacher
 - a. Confirm they would like an art docent
 - b. What kind of timing they would like art docent lessons to be scheduled (Monthly, bi-monthly, etc)?
 - c. Ask how long the lesson should be to be appropriate for that grade level
 - d. Take note of how many students are in the class so you can accurately prep for the lessons
2. Figure out the curriculum you will use
 - a. Art Attack Binders. The district has provided grade level art binders. These need to be checked out from the school library.
 - b. Art in Action Binders. These can be checked out from the art docent coordinator. Email SREprograms@gmail.com to arrange to check one out.
 - c. You may also find your own appropriate grade level lessons to do. Please try to focus on art curriculum with art standards and techniques vs. arts and crafts.
3. Make sure you have the supplies needed.
 - a. The supply room has an art docent supply area which is only for art docents. There are many supplies available. Please write your name on the clipboard when you check out materials. If there is something you need that is not in the supply room, contact the art docent coordinator at the email below asap so it can be ordered. Supplies are ordered only a couple times a year so it may be a good idea to get the order in way in advance before you need it. You may also ask teachers if they have materials you can use.
 - b. There are some large poster boards of artwork in the supply room that go along with the district provided art binder lessons. If you are using the Art in Action binders, you will show the print on the classroom document camera. They are printed out and are in the binder.
4. Art Lessons
 - a. Make a sample
 - b. Prep all materials
 - c. Tips
 - i. Don't forget to have the kids write their names on the artwork.
 - ii. The teacher can help with a drying plan if the project needs drying time. Many times, the projects can dry in the cluster.
 - iii. Reach out to the teacher if you need help with classroom management during your lessons. The lessons provide all the steps and questions to ask to guide students through the lesson, but sometimes classroom management is the most challenging aspect.
 - d. MOST IMPORTANTLY, clean up the classroom, clean the supplies, and put all the extra supplies back in the supply room

If you have questions or need help or tips, don't hesitate to email the art docent coordinator at SREprograms@gmail.com.