



St. Thomas More

Room Parent Party Information

Sign up for Room Parents/Bakers at the links below:

Halloween Party – **Thursday, October 31st at 1:30 p.m.:** <https://signup.com/go/cfCoUpF>

Christmas Party – **Friday, December 20th at 10:15 a.m.:** <https://signup.com/go/YGRfHeY>

Valentines' Day Party – **Friday, February 14th at 10:15 a.m.:** <https://signup.com/go/akzMcwt>

Verification Process: **MANDATORY FOR ALL VOLUNTEERS**

ALL PARTY COORDINATORS AND HELPERS MUST complete "Protecting All God's Children" Online Course and sign all Safe Environment paperwork. If you have not completed the course or paperwork please see the school website for more information or contact Mrs. Pettenuzzo or Mrs. Goto in the school office for further instructions.

Party Coordinator (PC)

- Coordinates and communicates with party helpers and teachers
- Work with teacher to agree on time for party team to begin classroom setup
- In cases where a party helper is unable to assist with party, PC must find replacement
 - Substitute MUST be selected from names listed on Assignment sheet. This will ensure all parents are compliant with Diocesan guidelines and completed verification process
 - PC must contact Sue Campbell to update the Assignment sheet with substitute.

**ALL PARTY HELPERS MUST BE ON THE ASSIGNMENT SHEET PRIOR TO THE PARTY DAY.
IF YOUR OR A SUBSTITUTE'S NAME IS NOT LISTED ON THE ASSIGNMENT SHEET,
YOU WILL NOT BE ALLOWED TO BE IN THE CLASSROOM.**

- Picks up party money from the school office.
- The party budget is \$4/student
- PC is responsible for collecting receipts from each of the party helpers, reimbursing party helpers and returning receipts to the office. If there is any money left over, PC should return it to the office as it will go into the funding for the next party.
- Note any class allergies when deciding on treats
 - Contact the child's parent and advise them of the snacks that will be served so the parent can provide their child with an allergy appropriate alternative on the day of the party.

Party Helpers

- Help with planning, purchasing and execution of party
- Assist with party set up and clean up

Bakers

- Bakes/purchases treat suggested by PC. If you signed up to be a 'baker', you don't necessarily have to 'bake' treats! I know we all have limited time (& probably energy these days!) Store bought treats / snacks are completely acceptable!
- PC notifies Bakers of any class allergies when baking/purchasing items for party

Miscellaneous

- NOTE: ALL Room Parents must sign-in at the office when entering the building. The office will have a list of the volunteers expected for each party.
- Ensure that the classrooms/party space is cleaned up and left in the same condition as prior to the party.
- Oriental Trading, Dollar Store are good sources for obtaining reasonably priced party favors
- Good sources for party ideas:

Pinterest! Although Pinterest is great for party ideas, don't feel like it has to be complicated!

<http://www.reasontoparty.com/schoolevents.htm>

Below is a general checklist of steps to follow:

	Contact teacher in advance to discuss:
	● Time & location of holiday party
	● # of students
	● Confirm allergies
	● Activities/games/material suggestions
	Contact party helpers & baker and assign tasks.
	● Pick-up party money from office
	● <i>Note: any money left over from party should be returned to the office with Grade Level marked</i>
	Order/purchase supplies/games for party
	Cleanup
	● Use garbage barrels & recycle as much as possible
	● Wipe down tables (kids can help with this!)
	Check with teacher for any final instructions