



2021-2022 Class Coordinator Form Millstone Township Primary and Elementary Schools

Dear Parents,

One or two parents from each class will be selected as the Classroom Coordinators. The Classroom Coordinator will act as a liaison between the parents, teacher and PTO. The Classroom Coordinator will work with the parents to assist the teacher in providing a fun and safe school year. This will assure that every parent has the opportunity to share in the fun of their child's classroom activities.

The following is a list of the **Classroom Coordinator responsibilities**. Please review this list and keep in mind that, with the assistance of the parents, the Classroom Coordinator helps the PTO stay connected to each classroom and remain a productive and successful organization.

1. You **MUST** be a PTO member to be considered for Classroom Coordinator/Photographer, therefore, please send in your PTO Membership Form (attached to this packet).
2. Assist the classroom teacher in planning parties, crafts, PTO events and extra activities as requested by the Teacher.
3. Serve as a liaison between the PTO and your class. Create a classroom parent list to communicate information from the PTO and/or Administration as needed.
4. Work with the classroom photographer to provide the Yearbook Committee with photographs of your class throughout the year (photography tips to follow).
5. We recommend that you attend the monthly general PTO meetings in order to share the information with your class.
6. We ask that you volunteer your time for at least 2 events (please see Membership form attached) during the school year. OR if you would like to Chair one event that will satisfy this requirement.

Thank you and we look forward to working with you this school year!

Sincerely, The PTO Board
Lisa Romeo, Melissa Wasenda, Sandra Davis, Nancy Owais

MANDATORY CLASSROOM COORDINATOR ZOOM MEETING:
 Primary School: October 5, 2021 Time 10AM
 Elementary School: October 6, 2021 Time 10AM
 Zoom link will be emailed

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If you would like to serve as your child's CLASSROOM COORDINATOR OR as a CLASS HELPER (circle choice)

Please return this portion of the form to your child's Teacher no later than September 24th.

Name: _____
 Phone Number: _____ Cell Phone Number _____
 E-mail Address: _____
 Child's Name: _____
 Grade: _____ Teacher: _____

Check here if you would like to be considered for **CLASSROOM PHOTOGRAPHER** _____

PLEASE NOTE: The Classroom Photographers will work with the Yearbook Chairperson to gather pictures for the committee.

Class Coordinators will be selected by the teachers, not the PTO.

All volunteered parents not chosen by the teacher will automatically be placed on the Class Helper List.