



MILLSTONE TOWNSHIP PRIMARY & ELEMENTARY SCHOOL PTO

2016 – 2017 Classroom Coordinator Form

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 to remain a very productive and successful organization.

1. You **MUST** be a PTO member to be considered for Classroom Coordinator, therefore, please send in your PTO Membership Form promptly (attached to this packet).
2. Assist the classroom teacher in planning parties, crafts, PTO events and extra activities as requested by the Teacher.
3. Create a classroom distribution list to communicate information from the PTO and/or Administration in a timely fashion.
4. Work with the classroom photographer to provide the Yearbook Committee with photographs of your class throughout the year (photography tips to follow).
5. Serve as liaison between the PTO and your class. We strongly recommend that you attend the monthly general PTO meetings (listed on the welcome letter) in order to gain information to disseminate to your class parents.
6. You will be required to volunteer your time for at least 2 events (see Membership Form) during the school year. This will ensure that the PTO has sufficient coverage to successfully run each event therefore meeting the goals of the organization OR if you are Chairing an event, that will satisfy this requirement.

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

Sincerely,

Tara DiBari, Juli Hilbert, Jennifer Mays, Kathy Wasilik, Ganeane Romeo-Cox, Alyson Manfre – the PTO Board

MANDATORY CLASSROOM COORDINATOR MEETING:

Elementary School: October 5, 2016 at 4pm

Primary School: October 6, 2016 at 4pm

(Cut Here)

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 26th.

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 that Classroom Photographers are responsible for getting pictures to the Yearbook Committee in a timely manner as requested by the Yearbook Chairperson.

SELECTIONS WILL BE MADE BY THE TEACHERS, NOT THE PTO!

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