

<p style="text-align: center;">SRS—Classroom Volunteer Forms ROOM PARENT Information 2011-2012</p>
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This year the Classroom Volunteer procedure has been changed. We hope that the new procedure will help Room Parents to fill volunteer spots more quickly and will allow Room Parents to determine which positions need to be filled immediately. It will also solve the congestion problem when volunteers have to sign up at Celebration of Learning and Orientation. If you have any questions whatsoever, please email Carrie Lowe (clowe@magmutual.com) or Valerie Hoff DeCarlo (vhoff@11alive.com).

Room Parent Classroom Volunteer Procedure for 2011-2012:

1. Give the Classroom Volunteer Forms to the teachers to go in the student folders.
2. Send an email or a note to all parents requesting that they complete the Classroom Volunteer Form and return it to you (via email or through the child's teacher) by Friday, August 26th.
3. Remind parents to fill in the top of the form and return even if they do not volunteer. We need the contact information for the PTA directory.
4. Collect the forms from the teachers on Friday August 26th.
5. Room Parents will receive an email shortly with an excel spreadsheet for Classroom Volunteers. Please enter all of your volunteers (along with email addresses and phone numbers) into the excel spreadsheet.
6. If more than one volunteer signs up for a position, the Room Parent will randomly pick the volunteer "lottery style". However, no volunteer will be given multiple positions until each volunteer has had the opportunity to fill at least one position. Please make sure that you are equitable to all volunteers.
7. Please email the completed spreadsheet to Carrie Lowe at clowe@magmutual.com. The completed excel spreadsheet should be emailed to Carrie Lowe no later than Wednesday, August 31st.
8. Please create a class roster from the information contained on the top of the forms. You will receive a spreadsheet for this as well. Please complete the class roster spreadsheet and return it to Katherine Reed at kmreed23@me.com. (The forms will then be used by the PTA Directory Committee.)