



THE CLASS PARENT (ROOM PARENT) SERVES AS THE OTPTO REPRESENTATIVE TO THE TEACHER AND THE PARENTS OF THE STUDENTS IN THE CLASS. CLASS PARENTS ENCOURAGE PARTICIPATION OF PARENTS IN THE OTPTO ACTIVITIES, VOLUNTEERISM & FUNDRAISING.

CLASS PARENT REQUIREMENTS

- ✓ Be a registered OTPTO member
- ✓ Be willing and able to use Sign-Up Genius
- ✓ Attend monthly OTPTO General Meetings (Arrange for at least one representative/ class parent from each class to attend the meeting. Those representatives will be responsible for relaying pertinent information, from the meeting, to the parents of students in their class.) The OTPTO meetings generally take place in the morning, on the fourth Thursday of the month.
- ✓ Send Email reminders to parents regarding volunteer responsibilities, class happenings and events, etc.

TIME RESPONSIBILITY SPECIFIC TO TBD: Meet with teachers at the beginning of the school year. Attend PTO meetings and hand out bagel lunches on Field Day. (Date TBD)

TIME RESPONSIBILITY SPECIFIC TO CDW: Email teachers at the beginning of the school year to discuss holiday and year-end parties and attend monthly OTPTO General Meetings.

