

## Marshall Elementary PTO Classroom Representatives

Thank you for volunteering to be the classroom representative for your child's class! Your role is to share communication from the PTO with your classroom parents to keep everyone informed about events and volunteer opportunities. Your job is important for the parents who are unable to attend PTO meetings as you will send out monthly meeting minutes and budget information. You are NOT expected to do everything on your own. Please organize others in your classroom to help. Responsibilities for classroom representatives during the year are:

- Collect contact information from the parents
- Communicate with the parents regarding classroom needs, important messages from the PTO, and upcoming events
- Recruit volunteers for PTO events by sharing sign-up links via email
- Share monthly PTO meeting minutes and budget information to update parents on all the great things the PTO is doing for our school
- Help with teacher appreciation activities and recruit others to help
- Organize teacher gifts from the whole class. Ex: Holiday gifts and End-of-Year gift
- Organize the theme for your class Bingo Night Basket and collect the items to create the basket (Please recruit others to help you as this is a big project.)
- 4<sup>th</sup> grade parents will be asked to assist with the 5<sup>th</sup> grade promotion celebration (this is to allow 5<sup>th</sup> grade parents the opportunity to celebrate with their kids.)
- 1<sup>st</sup> grade parents will be asked to help with 1<sup>st</sup> Grade Authors' Night.

Please begin by introducing yourself to the teacher and discussing his or her needs for the school year. The teacher will help you by collecting the contact information from parents, using the forms provided by the PTO. Send an introductory email to the parents introducing yourself, letting them know you will be the classroom representative, and explain that you will communicate on behalf of the PTO primarily via email. Please include a link to our PTO website, <http://marshall.my-pto.org> and encourage them to explore the site for information about events that will be hosted by the PTO throughout the school year.

Our PTO President is Heather Duffett ([DuffettHeather@gmail.com](mailto:DuffettHeather@gmail.com)) and our Vice President is Laurel Klotz ([LaurelKlotz@gmail.com](mailto:LaurelKlotz@gmail.com)). If you have any questions about the PTO, please feel free to contact them at anytime.

Thank you for volunteering. The teachers, staff, and PTO appreciate your help. Please remember to check with your teacher periodically, ask others to assist you, and spoil your teacher as much as possible. I will keep you informed and if you have any questions, please feel free to contact me at [MollyHKelly@gmail.com](mailto:MollyHKelly@gmail.com).

Thank you,

Molly Kelly  
Classroom Representative Chair