

MTV Room Parent Procedures

Choosing Room Parents

- Any family requesting to participate as a room parent for his/her son or daughter, should fill out the online form (one for each child) by the indicated due date.
- The form asks you to identify if you have ever served as a room parent before. **Families who have served as a room parent before, for a specific child, and who wish to serve as that child's room parent *again*, will be entered into the lottery with *one* entry. Families who have served as a MTV room parent before, for a *different* child, will be entered into the lottery with *two* entries. Finally, families who have *never* been chosen/or never have served as a room parent will receive *three* chances in the lottery.** The term family designates a mother or father. Separate entries may not be entered. Serving as a room parent for a son or daughter who no longer attends MTV still counts as a serving as a room parent.
- Room parents will be chosen randomly from a hat, by the teacher, in the presence of the school principal.
- Kindergarten classrooms choose two room parents. Grades 1 – 5 choose one room parent.
- Fifth Grade Liaison is a committee handled by the PTA. These representatives, as well as parents serving on the Executive Board of the PTA, will be eligible to serve as Room parents, if they wish and if they are chosen.

Communicating with Room Parents

- Room parents will be notified of their selection by the classroom teacher.
- Room parents will be contacted by the teacher, notifying them of a Room Parent Meeting. During this meeting, information will be shared by the school nurse and principal, and then room parents will meet individually with the homeroom teacher he/she will be working with.
- After the initial meeting, all communication with room parents will occur between the room parent and the teacher. Should an issue arise, the Principal will step-in, once those channels have been exhausted.

Choosing Volunteers for Yearly Events

- Room parents will send out a notice to all parents in their homeroom, identifying opportunities to volunteer and assist throughout the year. Interested parties should return the form promptly to the room parent, clearly identifying their ability and willingness to participate. ***We suggest using an electronic format, like Sign-up Genius (which is free) to solicit interest. We will provide you with a sample.***
- Room parents will organize the submission into two categories (physical volunteers and helpers) for each event scheduled throughout the year (i.e. Halloween helpers, Winter party, class trip, etc.). All interested names will be put in a hat and chosen randomly. First, physical volunteers will be chosen (i.e. chaperones of trips). Once a parent is selected to serve as a physical volunteer, he/she will be excluded from other physical volunteer opportunities. Next, all names will be thrown back into the hat to select helpers to provide other supplies (i.e. food, decorations, etc.)
- While we appreciate room parent support, we need to ensure fairness. Being a room parent does not mean room parents get first choice of events, including field trips. All interested parents must be given the same, fair chance to attend. In some cases, parents of students with health needs are required to attend the trip. In those cases, those chaperones are in addition to the group and those volunteers do not take another's place. ***All parents, including ones of students with health concerns, should express their interest to participate at the start of the year and should be placed in the lottery accordingly.***
- Please remind volunteers of the importance of being present during events. Volunteers should not be on their phones, "working from home" while in a volunteer capacity.

The goal of this process is to fairly select volunteers so that everyone who wishes to participate has an opportunity to do so. Should there be a limit to availability for participation, the room parent will speak to the teacher and they will fairly select participants accordingly. Any concerns should be brought to the homeroom teacher first.

We appreciate everyone's enthusiastic interest and look forward to a great year together! 😊