



CATHEDRAL SCHOOL

Cathedral School Room Parent Information and Guidelines 2017-2018

A Room Parent is a parent volunteer whose role is to support the teacher and act as a liaison between the Parents' Association and the parents for their designated class. Teachers may call upon Room Parents to help with tasks that may arise through the year.

Volunteers will no longer be assigned to specific events by class, and instead will be encouraged to sign up for events that meet their schedules and interests. The Volunteer Coordinator will be responsible for working with the events team to coordinate volunteers to staff events during the school year. The Room Parent will provide support through encouraging parents to sign up for at least one event. Parents' Association events are volunteer *opportunities*. Our goal for the school is 100% participation from each family.

Events

September 8, 2017	Back to School Barbecue Celebration
October 14, 2017	Father Daughter Dance
November 2017	Wreath Sale
January 31, 2018	Special Friend's Breakfast and Mass
April 2-6, 2018	Art Show Set Up
April 6, 2018	Cathedral School Art Show
May 6, 2018	First Communion Reception

1. **Teacher/Room Parent Meeting** - A meeting has been scheduled on Thursday, August 31st with your classroom teacher to go over the needs for the year. Discuss your teacher's expectations for Room Parents and the most efficient means of communication and division of labor among the Room Parents.
2. **Class Parties** - This is an important topic to discuss with your teacher. Some teachers prefer to direct the party. Others like to open party planning up to the volunteers and be copied on the plans for the event.

Each class has **three** designated parties per school year:

- Halloween (10/31/17), Christmas (12/15/17), and Valentine's Day (2/13/18), which are to be held the last hour of the day.
- Plan your communication well in advance of the parties. Make sure to direct volunteers to Volgistics to sign up for the parties. Volgistics is set up with 10 slots

per party. Please add specifics such as: crafts, drinks, and snacks... for parents to volunteer. Contact Volunteer coordinator to add your specifics.

3. **Communication For Events** - Communicate well in advance with parents in your class for each event and encourage them to sign up if they have not volunteered for an event.
 - Cathedral uses Volgistics for all volunteer opportunities. All volunteer spots will be entered into the system. Once someone is signed up for an event, h/she can setup reminders to be sent via email/text or both.
 - It is our goal this fall to have all volunteer opportunities in the Volgistics system early! Class parties have already been entered, and, provided they've met their *Called to Protect* and background check requirements, volunteers can sign up now... no need to wait.
 - Mrs. Hatley will send an email with all the login information but as a reminder here is how to sign into Volgistics for the first time: *Click on this link: [VicNet](#) This will take you to VicNet, the Volgistics volunteer portal. Click on Need a Password? (If you are on your smartphone you may not see this option. In this case first click on the Full-site button.) This will take you to a page where you will enter your email address. Volgistics will send a password link to you via email.*
4. **General Email Guidelines** - Good communication with parents begins with accurate contact information. The best way for us to work together is through a single system and so we're asking you to follow these guidelines as much as possible:
 - Send communications **through your classroom teacher**. Our teachers check for accuracy in both information and contacts.
 - There are times when Room Parents will need to send emails to specific parents in the class from home. Use the email addresses published in the school directory.
5. **Teacher/Staff birthdays** are planned for either right after drop-off, 8:10AM or the last 10 minutes of the school day. Please discuss this time with your teacher to see what works best for their schedule.

Each year the parents and students remember the teacher in a variety of ways during special events and on special occasions. We are asking that the parents and students also remember additional staff members that tend to be overlooked or forgotten. The following list designates Faculty and Staff members to remember throughout the year. Thank you very much in helping us support our outstanding staff at Cathedral School.

Please do not ask parents for money. The Parent Association is discontinuing the practice of collecting money for group gifts for staff, and instead will be purchasing a gift card for all staff members for their birthday. Students are encouraged to make cards, sign a card or bring in flowers to go with gift card.