

Room Parent  
and  
Class Event Liaison  
Handbook

2016 - 2017

## Panther Parents Fundraising Information

The Panther Parents organization will conduct one primary fundraiser this school year, which is the **Cookie Walk** on December 3, 2016. Each family is asked to contribute eight dozen special, homemade cookies or candies. The work is well worth it. In the past four years, **\$20,000** has been raised, directly supporting our classrooms, our curriculum, and our facility. The Cookie Walk also invites members of the community in to St. Paul, allowing us to reach out to them. This year we will be setting up two Dinner Nights Out throughout the school year – McDonald’s and another which is to be determined.

### **Yearly Fundraisers:**

Cookie Walk:	December 3, 2016	All families
Dinner Night Out	Dates to be determined	McDonald’s ???

## Class Event Liaisons

Each of you will receive a folder that documents the preparation, the specific activities included in the event, and a collection of other helpful information for your class-sponsored event.

Pajama Party:	January 20, 2017	Preschool & Kindergarten
Harvest Festival:	September 30, 2016	Grades 1 & 2
Jesus Breakfast:	December 4, 2016	Grades 3 & 4
Movie Night	March 3, 2017	Grades 5 & 6
Graduation Reception	June 2, 2017	Grade 7
Trivia Night:	February 18, 2017	Grade 8
Cookie Walk	December 3, 2016	Panther Parents Committee

## **Room Parent Duties**

Although specific room parent duties vary based upon each teacher and grade level, a few of the basic responsibilities are listed below and explained in more detail later in the handbook. Please note the special section for **8<sup>th</sup> grade** room parents.

### **Classroom Parties**

- Each teacher will determine which holidays will be celebrated with a class party.
- The role of the room parent may range from planning and organizing activities to simply organizing snacks.
- Please also see the Classroom Party Guidelines (page 4).

### **Teacher Birthday Party**

- Each teacher and preschool aide is to receive a birthday party for his or her birthday.
- Coordinate with your teacher to get an approved date and time.
- Use VolunteerSpot.com to ask for donations.
- Please see “Teacher Gifts” section of Handbook (page 5) for birthday gift procedures. Remember no additional money should be collected from parents.
- See Page 6 of Handbook for listing of teacher birthdays.

### **Field Trips**

- Many teachers organize chaperones for each field trip themselves while others like the assistance of the room parent in finding those to help with supervision.
- Volunteer as you are able to accompany the class on field trips.
- Please also see the Field Trip section and contact the classroom teacher (page 5).

### **Class-sponsored Panther Parents Event *and* Auction Basket**

- Assist the event liaison with events co-sponsored by your class as needed.
- The auction is a primary fund-raiser for our athletic program, and each class supports the event with a basket of donated items.
- Your teacher will give you the theme of the basket for the auction. You will be given a basket and be responsible for packaging up the donated items for the auction.

### **Panther Parents Meetings**

- You are a key component of the connection among the Panther Parents committee, the school, and parents of your child’s class, so your attendance at as many meetings as possible is strongly encouraged. Your ideas can truly add to the planning of activities and support.

- Meetings are held the second Thursday of every month during the school year, beginning at 6:30 p.m. in the Family Life Center. Meetings usually last one hour. Please make every effort to attend these meetings.
- At the Panther Parents meeting, every month there is an item on the agenda for room parent updates. We would like you at these meeting to give an update on what your class did during the previous month. If you are not able to attend this meeting, please email an update to Nichole Haas at njmkuersch@hotmail.com. She will read your notes for the minutes.
- Event liaisons will be **required** to attend the Panther Parents meetings the month prior to their event and the month after the event to report on the event. (Attend the meeting the month before so the Committee can help with any problems and advise Committee of status of event. The meeting the month after you will make a report to the Committee and put it in the minutes.)

### **8<sup>th</sup> Grade Room Parents**

- Confirmation: Room parents are needed to help out at Confirmation practice and on Confirmation Sunday, which is normally the first Sunday in May. Someone from the school office will contact you with details regarding when and how you are needed.
- Pastors' gifts (one for each pastor): In the spring, Mr. Yurk will be sending a letter to the 8<sup>th</sup> grade parents regarding these gifts. Public school students attending confirmation classes will also be included, and perhaps one of these parents can be contacted to help you with collecting the money from those families. It is the room parent's responsibility to collect from St. Paul families and then purchase the Pastors' gifts.
- Class gift: Mrs. Schumann will also be in contact with all eighth grade parents regarding a class gift to the school.

## Classroom Party Guidelines

Please check with each classroom teacher for specific parties celebrated as well as ways you can be of assistance.

- Note that some teachers do most of the planning while others welcome more input from room parents. Teachers of older students often find that the students also enjoy planning and carrying out the party.
- **Contact each teacher approximately three weeks prior** to the party to discuss how you can be of assistance: planning, decorating, or coordinating treats or supplies.

### Considerations for Organizing Treats or Necessary Supplies

- Start organizing the party at least two weeks prior to the party.
- Use VolunteerSpot.com to organize your event.
- Keep an informal record of which families contributed for one event in order to allow others to give for another event.
- If the teacher requests, give the teacher a list of names and items being provided. If something is missing, the teacher can then contact you and you can pick up what is needed.
- Please also take into consideration known food allergies or concerns with diabetes or Gluten free diet requirements.

### Other Possible Parties or Recognitions

- If a student is moving away, the class may enjoy a small farewell party. Please consult with the teacher before planning anything.
- If your teacher is having a BIG event, such as a wedding or having a baby, and you would like to plan something special, please consult first with the principal, Mr. Yurk, for approval. He best knows the teacher's schedule which can help determine your planning.

## Field Trip Guidelines

Most field trips are organized by the teachers, and the need for chaperones is often noted within the permission slips. However, if you would like to offer, or should your child's teacher request your assistance, the list below will give you some direction.

- Volunteer as you are able to chaperone, or organize parents from the class as needed.
- Chaperoning often entails monitoring a group of students once you reach the destination. You will be asked to encourage school behavior and help the students remain engaged with the learning or social activity.
  - Bring your cell phone so you can quickly be in contact with the teacher if needed.
  - Always pack some extra tissues as kids always seem to need one.
- Check with the teacher before the day of the trip to see if there are any needs prior to leaving. You may need to help with name tags or pack lunches in coolers before leaving. You may also be asked to provide an extra cooler.

## Teacher Gifts

- Money was collected at registration for Panther Parents-sponsored teacher gifts for both Christmas and his/her birthday. *Preschool teachers understand that they will be receiving one gift from all of their class sessions. One room parent will organize the SCRIP gift from all the sessions. No further money* should be collected from families.
- SCRIP certificates have been designated for the Panther Parents-sponsored gifts. This allows each classroom teacher to select a gift card that he or she could use in the classroom or one that he or she could use personally.
- Each room parent will be responsible for requesting the certificate from one of the school's receptionists. Please make contact with the office at least *one week* in advance.

## Teacher Appreciation Day

Teacher Appreciation Week is the first full week in May. School-wide recognition is scheduled for **Wednesday, May 3<sup>rd</sup>**. Room parents are asked *not* to organize any class gift for this week, but rather to send a note home as a reminder for families of Teacher Appreciation Week. Families can individually decide whether to purchase a special gift, but you can encourage students to write a note or create a card for their teacher, showing their appreciation. Teachers sincerely appreciate those words.

# Teacher and Aide Birthdays

## JANUARY

13 Lori Yakel  
20 Debbie Schlichting

## FEBRUARY

4 Donna Thiede  
6 Kerri Wise  
9 Jill Kellerman  
15 Joy Yurk

## MARCH

2 Deanne Boyce  
5 Sue Lynn Scheer  
16 Peggy Kegley

## APRIL

## MAY

9 Katelyn Cody  
28 Michael Yurk

## JUNE

23 Jamie Fischer\*\*\*

## JULY

8 Julie Shaw\*\*\*  
13 Tammy Natale\*\*\*  
19 Sarah Anderson\*\*\*  
23 AJ Wellna\*\*\*

## AUGUST

4 Dawn Sisley\*\*\*  
6 Valerie Bremer\*\*\*  
Heidi McNabb\*\*\*  
17 Linda Radue\*\*\*  
26 Dauna Werner\*\*\*

## SEPTEMBER

29 Denise Gieschen

## OCTOBER

4 Karen Brueggemann  
8 Shelby Nauta  
25 Doris Schmidt  
31 Diane Schumann

## NOVEMBER

22 Martha Witt

## DECEMBER

25 Jeremy Kell

\*Plan to celebrate the half  
birthdays. ☺



<https://signup.com>

SignUp is a web based site designed to make finding and communicating with volunteers easier. It quickly organizes helpers, conferences, potlucks and events without the reply-all emails, spreadsheets and paper sign-up sheets that get lost. SignUp is free and has been used by many event liaisons and teachers. Parents are familiar with the site!

Signup has been used in the past by a liaison setting up an event with the information provided by Panther Parents and then an email being sent home to the families with a web address. Once a parent goes to the site they just need to put in an email address and sign up for available slots. Emails are not sold to other companies or organizations. The parent will receive a confirmation email and then also a reminder email when it gets closer to the event date. The liaison can check the site to see slots the parents have signed up in.

Here is a link to a number of videos that helps explain how SignUp works!

<https://signup.com/video>

To the right is a sample of one for volleyball games here at St. Paul.

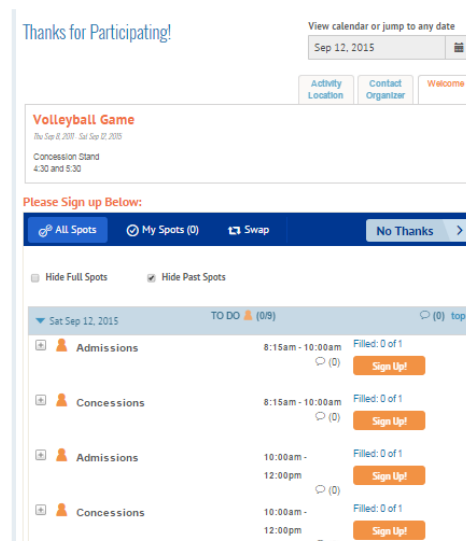
If you would have any questions about the site or need any help setting up an event I would be will to help. I am around most days before or after school or you can contact me and we can set up a time.

Jeremy Kell

Middle School Teacher

[Jeremy.kell@splgrifton.org](mailto:Jeremy.kell@splgrifton.org)

262-243-1083 (direct line to classroom phone)





## USE OF KITCHEN FACILITY

### STEP 1

- Reserve Room
- Fill out room and equipment reservation form.
- Return form to office for scheduling.
- Office will give form to board of parish properties.

### STEP 2

- A member from board of parish properties will confirm your request if all information is applicable.

### STEP 3

- Obtain key from office - One of your selected group representatives must sign out a key from the office and the same person must return the key to the office as soon as the function is completed!

### STEP 4

- Ordering - Each organization is responsible for purchasing food products, beverages, and paper products for individual function.

## EQUIPMENT EXERCISE

### HOT WATER HEATER

Hot water heater switch is found on the north wall next to the utility board (or behind back kitchen door). Flip switch up (**this switch is only for dishwasher**)

### DISH WASHING UNIT

The “on” switch is located on the gray panel below dishwasher.

The drain lever must be in a down position in order for the dish washer to function properly!

- The silver drain lever is inside the dish-washing unit.
- Completely open dishwasher door by pushing straight up
- Look down and to your right (you will locate lever there).
- Push drain lever down until it stops

Slide dirty dishes on green trays gently in and pull dishwasher door down.

Dish washing cycle is approximately three(3) minutes.

Lift dishwasher door when cycle is complete and continue process until dishes are done!

Turn switch on gray panel to the off position.

Turn hot water heater off. Switch found behind back kitchen door.

### FAN

Located on the east wall (or back wall) is the switch for the vent/fan. The green button is to turn the fan on and the red button is to turn the fan off. The fan **“must”** be turned on while oven and stove are being operated.

## **STOVE**

Burners on stove take 3 to 5 seconds to ignite after turning dial. (Be patient).

## **OVENS**

- Turn switch to on position, set appropriate cooking temperature, (use directions on package for convection oven.)
- Convection ovens will use less cooking time and lower temperature.
  - a. Less cooking time (10 to 15 minutes.)
  - b. Lower temperature (25 degrees)
- Rakes in oven are adjustable
- Use bakers rack for cooling items pulled from hot oven or stove
- Cooler is located outside the kitchen by the elevator.

## **FIRE ALARM**

Fire alarm is located on the east wall (back wall)

## **PROCEDURE FOR CLEAN UP**

**The board of parish properties and kitchen staff ask that your organization leave the kitchen facility just the way you found it!!**

- Oven fan switch off
- Oven and stove off
- Dishwasher off and drained (clean sink by dishwasher, wipe down tray return and use garbage disposal)
- Water heater switch off
- Wash all equipment and put it in proper place
- Wipe all tables, sinks and tops of ovens, with soap and water, then rinse with clean water, than spray with disinfecting spray and wipe with paper towels.
- Wash all carts and wheel them into back room
- Check cooler doors for tightness
- Sweep entire kitchen floor
- Mop entire kitchen floor
- Bring your own dish cloths and hot pads
- Bring your own foil paper, plastic wrap, food containers...
- Take garbage or recyclables to proper dumpster (outside east end of the gym), the fenced in area
- Clean inside of garbage cans if any spillage before putting new liner in garbage cans.
- Make sure all leftover food is properly taken care of! The cooler **must** be emptied of all food.

Please report problems with equipment or breakage to the office or the superintendent of parish properties. Make arrangements to drop off key.

Hope your event is a blessed success!!!