**Head Room Parent Form**

**What does a HEAD Room Parent do?**

* Attend planning meetings for each of the three parties.
* Contact (via email) all room parents in your specific class, inviting them to all planning meetings and keeping all informed of party plans. You may be asked to solicit suggestions from your room parents for ideas on games and crafts before the party planning meetings.
* Coordinate volunteers for each room party, making sure there are enough parents to work each party. (5 total) You will need to make sure every parent on your list has an equal opportunity to attend the parties.
* Submit the list of volunteers to the Grade Level Coordinator (PTA board member) at least 10 days prior to each party date.
* Contact grade level team leader (teacher), if needed, to notify of party plans, ask permission to borrow supplies or any information that may be needed before the party date.
* May be asked to purchase supplies for the party. Reimbursement forms are available to submit once purchased. (\*Note: Tax Exempt form **must be used** at time of purchase as no taxes can be reimbursed). Each party has a budget that must be honored. If the cost goes over the amount budgeted, you will only be reimbursed up to the budget amount.
* You may not bring younger siblings/children to the room party(ies).
* I understand that as HEAD Room Parent this does not guarantee my attending every class party because every parent gets an equal opportunity to help at the room parties.