

Room Parent Resource Kit

In this kit, you will find:

- Helpful tips to stay organized, save time, and keep communication running smoothly (like collecting money at the start of the year for gifts and class parties).
- Email templates for welcoming families, recruiting volunteers, organizing classroom events, reminding about fundraisers, and celebrating teachers.
- One page explainer on what your PTO/PTA does and how to get involved.
 - [Download here](#)
- Year-at-a-glance calendar your PTO/PTA can pre-fill with key school events (fundraisers, teacher appreciation, field trips, holidays) to help room parents see the “big picture” and plan ahead.
 - [Download here](#)
- [Teacher's Favorite Survey](#) to make showing appreciation and gift giving stress-free. Simply follow the link for a free template that includes a questionnaire and a linked spreadsheet that automatically collects and displays the results!

Tips for Room Parents

Being a room parent is a rewarding role that helps keep families, teachers, and the PTO/PTA connected.

Here are some practical tips to make your year smoother and more enjoyable:

- Set up a group email list, text chain, or use a communication app so you can reach families quickly.
- Keep a simple spreadsheet to track volunteers, donations, and class funds.
- Work closely with your teacher to understand their preferences and needs.
- Delegate whenever possible—don't feel like you have to do it all yourself!
- Use sign-up tools like SignUpGenius or Google Forms to organize volunteers and supplies.
- Send reminders a few days before events so no one forgets their sign-up.
- Celebrate successes and thank volunteers often—people love to feel appreciated!

Remember: You're not alone! Partner with other parents and your PTO/PTA to make the year memorable and fun for your class.

1. Welcome Email (from Room Parent to Class Families)

Subject: Welcome to [Grade/Class Name]! 🎉

Hello [Class Name] Families,

My name is [Your Name], and I'm excited to serve as the room parent for [Teacher's Name]'s class this year. I'll be sending updates throughout the year to help keep our class connected, organized, and informed.

Here are a few things you can expect:

- Sign-ups for classroom celebrations and activities
- Information from our PTO about school-wide events and fundraisers
- Volunteer opportunities to support our teacher and class

To kick things off, please reply to this email with your best contact info so I can be sure I have you on our list.

Looking forward to a great year together!

Warmly,

[Your Name]

2. PTO Volunteer Recruitment Email

Subject: Join the PTO Fun – We Need You! 🌟

Hello Families,

Our PTO is already planning an exciting year of events, fundraisers, and activities to support our students. But we can't do it without YOU!

Whether you have a little time or a lot, there's a role for everyone:

- Helping at events (set-up, clean-up, or running a booth)
- Sharing your skills (graphic design, fundraising, event planning, etc.)
- Volunteering for one-time needs (teacher appreciation, field day, etc.)

Getting involved is a great way to meet other parents, support teachers, and make lasting memories for our kids.

👉 Interested? Fill out this quick form [insert link] or reply to this email to learn more.

Thank you for helping us make [School Name] the best it can be!
[Your Name]

3. Classroom Party or Event Sign-Up

Subject: Help Needed: [Holiday/Class Event] 🎈

Hello Families,

Our class will be celebrating [Event/Holiday] on [Date], and we'd love your help to make it special! Please sign up below if you're able to bring in items or volunteer your time.

Here's our SignUpGenius link: [Insert Link]

Thank you so much for supporting our class. Together, we'll make this celebration fun and memorable for our students!

[Your Name]

4. Donation or Fundraiser Reminder

Subject: Support Our Class & School ❤️

Hi Families,

Our school is currently running the [Fundraiser Name], and we'd love for everyone in our class to take part! Funds raised will go directly toward [specific purpose: new playground equipment, classroom supplies, field trips, etc.].

Here's how you can participate:

1. [Step 1 – Ex. Register online at...]
2. [Step 2 – Share with friends and family]
3. [Step 3 – Send in donations by...]

Every little bit helps, and together we can make a big impact. Thank you so much for your support!

[Your Name]

5. Teacher Appreciation or End-of-Year Email

Subject: Let's Celebrate Our Amazing Teacher 🌟

Hello Families,

As we wrap up the year, we want to show [Teacher's Name] just how much we appreciate their dedication and care.

Here's the plan:

- [Gift or card details]
- [Celebration date/time if applicable]
- How you can contribute: [Sign-up link or instructions]

Please join us in celebrating [Teacher's Name] for all they've done for our children this year!

Thank you,
[Your Name]