

# 2009/2010

## Room Mother Guidelines

Many thanks to each of you for volunteering to serve as room mother this year. The home and school association along with the teachers appreciate you sharing your time and talents. We are looking forward to a great year and are excited to work with you.

### Duties

1. Contact parents for donations for party treats.
2. Plan and purchase materials for seasonal crafts. (PK-5)
3. Check with your teacher about sending baskets or boxes for Thanksgiving, Christmas and Easter mass donations.
4. Collect donations and prepare a class basket or project for the parish auction.
5. Help with the parish fair. This could include decorating your booth and securing parents to work shifts.
6. Arrange for help with refreshments for special occasions as they or identified.
7. Keep parent volunteer forms and a list of volunteers.

### Parties Pre-K – 5<sup>th</sup> grade

|             |  |
|-------------|--|
| Halloween   | Friday, October 30 <sup>th</sup> (5 <sup>th</sup> grade will have treat bags only)       |
| Christmas   | Friday, December 18 <sup>th</sup>  |
| Valentines  | Friday, February 12 <sup>th</sup> (5 <sup>th</sup> grade will have a valentine exchange) |
| Easter      | Friday, March 26 <sup>th</sup>   |
| End of Year | To be determined by the teachers   |

Please communicate with your teacher prior to any party, craft, fieldtrip or other event. All parties, refreshments, and attendance are at the discretion of the teacher.

**Pre-K and Kindergarten will also have Trick or Treat** – please check with your teacher to see if she needs any help.

## **Middle School**

Christmas                      Friday, December 18<sup>th</sup>  
Easter                          Friday, March 26  
End of Year            (6<sup>th</sup> and 7<sup>th</sup> grades) \* 8<sup>th</sup> grade will have already graduated

These parties will be held by grade level. Each grade will set up tables in a designated area under the breezeway (in the village). Refreshments will be provided to the students for them to enjoy while socializing. Some suggestions for refreshments are nachos, ice cream sundaes and pizza.

### **Additional 7<sup>th</sup> Grade Responsibilities**

Room mothers are responsible for obtaining volunteers to serve at the eight grade graduation reception. These volunteers will be responsible for receiving the food in the Family Center, arranging the food of the tables, serving during the reception, and cleaning up after the reception.

### **Additional 8<sup>th</sup> Grade Responsibilities**

Room mothers are responsible for coordinating fund raising for the 8<sup>th</sup> grade mobile classroom. Room mothers will also serve as chaperones on the mobile classroom fieldtrip.

### **Party Rules**

1. Drink boxes or pouches ONLY!
2. Please ask parents to pre-cut any cakes, cookie cakes, king cakes, etc. that are sent.

3. Please be aware of the number of students in the class when sending treats and send enough for each child.
4. Check with your teacher for any child that may have a food allergy.
5. No siblings allowed at parties or other in-class activities.
6. Parents are not allowed to smoke while on campus.
7. Parents will be allowed to check students out after parties.

## **Fieldtrips**

1. Please be reminded that when attending a fieldtrip you are acting as a chaperone.
2. No parent should purchase or provide special meals or souvenirs to their child or any other child during the fieldtrip.
3. No siblings are allowed on fieldtrips.
4. Parents are not allowed to smoke while chaperoning a fieldtrip.
5. Please adhere to all rules that the teacher communicates to the class regarding the fieldtrip.
6. No parent or guardian will be allowed to attend a fieldtrip unless they have completed a mandatory background check.
7. Parents will be allowed to check students out after fieldtrips.

## **Crafts Pre-K – 5<sup>th</sup> grade**

Crafts will be made for Christmas and Easter. Please check with your teacher regarding the craft you intend on making before you purchase supplies. Some teachers may already have a craft planned. Please make sure that crafts are age appropriate so that the children will actually be able to do them.

Expenses for Christmas and Easter crafts will be reimbursed based on the following:

1. Home & School Expense Report filled out completely and signed by the room mother. (see attached)
2. All original or photocopied receipts stapled to expense report.

3. Expense Report should be submitted to treasurer for reimbursement.
4. Total amount not to exceed \$2.00 per child per craft.

Please check out any personal items separately rather than subtracting them from your reimbursement receipts.

Please feel free to contact us if you ever have a question or suggestion.  
Thank you again for volunteering,

Lisa Falcon  
667-1628(hm)  
715-3437(cell)  
falconL5@aol.com

Marcy Stevens  
261-2740(hm)  
921-2873(cell)  
marcystevens@cox.net

**St. Alphonsus School  
Home and School Association  
Expense Report**

**Please submit this report and all receipts to the following address:**

**Shawn Dietrich  
5069 Fryers Avenue  
Greenwell Springs, LA 70739  
Email: [lsugrad98@gmail.com](mailto:lsugrad98@gmail.com)  
Phone: 225.252.7391**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Committee:** \_\_\_\_\_

| Description of Item/Services Purchased | Amount |
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Treasurer's Use Only  
 Chk# \_\_\_\_\_ Date Pd \_\_\_\_\_ Initials \_\_\_\_\_