

September 2009

Dear Grade Leader,

Thank you for volunteering for this important position. You will serve as a connection between us and all of the class parents in your grade. In an effort to maximize the function of Grade Leader, we are requesting that you make an effort to attend the PA meetings. This is the best way to be informed and connected to the school community.

Your duties as Grade Leader will include the following:

- **Put together and distribute class lists for all classes in your grade.**
 - The list should be distributed by mid-October. If necessary, an updated list should be redistributed in January.
 - The list should include all students in the class regardless if their parent had submitted their name, phone number and address.
 - Specify the names of the Class Parents on the list. The list should be spaced appropriately so it is easy to read. *(A template can be provided for your use if needed.)*
- **Schedule Class Parents for November & March Parent Teacher Conferences.**
- **Distribute early passes to your Class Parents at least 3-days prior to conference.**
 - These passes will allow class parents to enter the building 5-minutes early on the day of to help the teachers get organized.
- **Guide the Class Parents on the collections for teacher's holiday and end-of-the year gifts.**
 - Suggest to Class Parents that the best gift for the teacher is a gift certificate. Everyone has different taste regarding personal gifts and all teachers will appreciate the flexibility to choose their own gift.
- **Money must be collected for school play flowers or plants.**
 - It is a long-standing tradition in our school. If one teacher in a grade is omitted, it makes for an uncomfortable situation.
- **Make sure that the Class Parents are informed of their duties.**
- **Start a telephone chain, should the need arise.**

- **Volunteer to work during, or at setup time, for at least one school party or event (i.e. Halloween Party, Picture Day, Book Fair, International Night, Spring Dance, etc.).**
- **Recruit volunteers**
 - Let parents know how important it is to participate in the various school events. Grade Leaders will serve as an extension of the PA, help reach out to parents and welcome them into the PA community and serve as a voice for the PA.
- **Enforce Class Party Rules**
 - Please make sure that your Class Parents are following the rules regarding class parties and small goody bags only.
- The Kindergarten Grade Leader will need to organize a group of volunteers for next year's Kindergarten registration tours and breakfast.
- The 5th grade Grade Leader has additional responsibilities for setting up a variety of committees. *(Details to be given separately.)*

If you have any questions, please feel free to contact us.

Once again, thank you for volunteering!

Regards,

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Chair Grade Leaders