

September 2006

Dear Grade Leader,

Thank you for volunteering for this very important position. You will serve as the connection between me 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 every effort to attend PA meetings. This is the best way to keep involved, informed and connected to the school.

Your duties as Grade Leader will include the following:

- Scheduling class parents for November and March Parent Teacher Conferences and informing me of the schedule at least one week prior to the conference.
- Distributing Early Bird passes to your class parents at least three days prior to conference dates. These passes allow them to enter the building 5 minutes early on the day they will be keeping time.
- Guiding class parents on the collections for Teacher's Holiday and end of the year gifts, as well as flowers for class plays.
- Putting together and distributing class lists for all classes in your grade. **The list should be distributed by mid October.** If necessary a revised list should be distributed in January. **The list should include all students in the class** regardless if their parent submitted their name, phone number and address. **Also, specify the names of class parents on the list.**
- The list should be spaced appropriately so it is easy to read.
- Making sure that class parents are informed of their duties.
- Grade Leaders act as liaisons between the Parents' Association and the parents in you individual classes. Your participation in PA Meetings is suggested so that you can update people when they can't attend a meeting or have unanswered questions.
- Starting a telephone chain, should the need arise.
- Volunteering to work during, or at set up time, for at least one school party or event (e.g. Halloween Party, International Night, Spring Dance, etc.).
- Recruiting Volunteers and letting them know how important it is to participate in the various school events. Grade Leaders help to identify the parents in each child's class who would be willing to help, but aren't always sure how to get involved. Grade Leaders will serve as an extension of the Parent Association to reach out to parents and welcome them into the PA Community and to serve as a voice for the Parents' Association.
- Kindergarten Grade Leader will need to organize a group of volunteers for next year's Kindergarten registration tours and breakfast.
- 5th Grade Leader has additional responsibilities and will need to set up a variety of committees.

Please make sure that your class parents are following the rules regarding class parties and goody bags. Mrs. Hughes has set these rules in place. 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 appreciate being able to choose their own gift. Money must be collected for school play flowers or plants! Some parents do not think that this is important, but it is a long standing tradition in our school. If one teacher in a grade is omitted at class play time it makes for an uncomfortable situation.

If you have any questions, please email me at ecozangi@pa196.org . If you need to get information to me please send it through my son Adam in Ms. Gupta's 4th grade class. Once again, thank you for volunteering!

Ellen Cozangi