

## **Room Reps: Curriculum Night**

A Room Rep's Guide to Saying Hello!

staple the two pages together. On curriculum night you'll need to circulate the lists and collect them again at the end. This is the one time everyone is together so it's important to get as many parents included as possible!
Print out one copy of the MEMBERSHIP sheet, the CLASSROOM FUNDS sheet, and OPTIONS TO VOLUNTEER sheet. Staple the 3 pages together, with the FUNDS on top. As this packet circulates around the room, encourage people to take a photo of the sheets so they can easily review them later.
Email your teacher at least 3 days prior to curriculum night. Let him/her know that you're the class Room Rep, and you'll need 5 minutes to introduce yourself to parents
at curriculum night.
AFTER Curriculum Night Checklist  TAKE A PHOTO(s) of the completed classroom directory. Make sure all of the information is clear.
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**BEFORE Curriculum Night Checklist** 

### **DURING Curriculum Night - 5 min Presentation Outline**

- 1. Introduce yourself as the Room Rep for 2022-23
- 2. Mention that there are three things you'll need help with tonight:
  - <u>FIRST</u>...We'd like to create a classroom directory because the teacher is not allowed to share emails or phone numbers of other parents. Please add your name and information to the sheet (hold it up) and \*\*<u>WE WILL EMAIL A COPY TO EVERYONE WHO ADDS THEIR NAME\*\*</u> This is also the contact info I will use to let you know about family park meetups and other classroom events, so if you're email is not listed I will not be able to contact you.
  - SECOND...The Westbrook and Glen Grove Parent Teacher
     Association, or PTA, will be helping your classroom with 3 parties
     over the school year. We suggest a \$20 donation to help fund the
     parties. All money goes to the students! You can donate online or
     with cash/check. Details on the sheet I'm passing out. \*\*TAKE A
     PHOTO OF THE SHEET AS IT COMES AROUND THE ROOM\*\*
  - THIRD...The Westbrook and Glen Grove Parent Teacher Association is also asking all parents to become members of PTA to show your support for our amazing school! Members <u>do not</u> have to volunteer or attend meetings, but they are welcome to if they want. <u>Your membership fee helps support SCHOOL WIDE</u> <u>efforts, such as author visits, assemblies, and as many extras as</u> <u>we can do with the money we raise!</u> All funds go to the school! \*\*TAKE A PHOTO OF THE SHEET AS IT COMES AROUND THE ROOM
- 3. Thank you for your help parents and I look forward to getting to know your family better during the 2022-23 school year. If you have questions, please reach out to me at [provide your contact information]. Look for an email from me soon about a family park meet up!
- 4. Remember to grab your CLASSROOM DIRECTORY and take a photo of it...you'll be emailing it out soon!

#### Westbrook and Glen Grove PTA Presents

## 2022-23 Classroom Directory



Parents: Your Room Rep will need to be able to contact you regarding family park meetups, and more! The school cannot share family contact information, so please provide your information below and we'll email you a copy of the completed list ASAP. It's great to have for birthday parties, meet ups, etc. Thanks!

Student Name	Parent Name(s)	Parent Email(s)	Parent Phone Number(s)

After adding your information, please pass this sheet around the room. Thank you!





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2022-23

## Classroom Funds

\*benefitting YOUR CLASSROOM directly\*



PTA does a 1x per year collection of classroom funds, which we use to purchase bulk supplies for the Halloween, Winter, and Valentine classroom parties. Our volunteers also generate the party plans and share them with teachers along with the supplies. Any remaining funds will be used toward all-student events, like assemblies or end-of-year popsicles.

### **HOW MUCH DO I DONATE?**

The suggested amount is \$20, though you may make a donation of ANY SIZE, or, make no donation at all.







### **How To Contribute To The Classroom Fund**

- OPTION 1: Scan the QR code at right and donate online
- OPTION 2: Visit our website (below) and pay online there
- OPTION 3: Send in a check made out to WB/GG PTA. Label your envelope "PTA CLASSROOM FUND" and include your teacher's name
- OPTION 4: Send in cash. Label your envelope "PTA CLASSROOM FUND" and include your teacher's name





## PTA Membership

\*benefitting YOUR ENTIRE SCHOOL\*



### **How To Become A Member:**

- SCAN the OR code of your choice below
- VISIT our website to find the link to online membership @ WestbrookandGlenGrovePTA.org
- SEND A CHECK made out to WB/GG PTA and indicate that it is for "PTA MEMBERSHIP"
- SEND CASH in an envelope that is marked with "PTA MEMBERSHIP"

In addition to the CLASSROOM FUND which supports \*your classroom,\* PTA collects membership fees each year so that we can continue to function as a 501c3 non profit organization that supports \*your entire school.\*

Westbrook and Glen Grove Parent Teacher Association (WB/GG PTA) provides yearly all-school events such as <u>assemblies</u>, <u>author visits</u>, <u>special family events</u>, <u>staff</u> <u>appreciation efforts</u>, <u>and more!</u> Assemblies alone for our schools total over \$6,000 and the money we make from memberships goes directly toward these expenses. Your membership DOES make a difference in your student's experience!



\*\*\*Members are <u>not</u> required to volunteer or attend meetings, but if you'd like to be more involved with the school community check out our website!



Westbrook and Glen Grove PTA Presents

# Options For Getting Involved





### Interested in getting involved in the classroom?

Great! Connect with your **teacher** and ask what options they have available!



### Interested in getting involved in the <u>school</u>?

Great! Connect with PTA through our website to learn more about our **Parent Teams**! You can also email us at **ptapresident.wbgg@gmail.com** with thoughts, ideas, or questions. We'd love to hear from you! **Westbrooker** 



WestbrookandGlenGrovePTA.org





### Interested in getting involved in the community?

Great! Check out two organizations that directly

benefit D34 families:



### The Debrah Gelfand Children's Foundation

Serving D34 Families In Need



### The Glenview Education Foundation

Funding Innovations In D34