

THE ARTS BASED SCHOOL CLASS & SPECIALIST REPS 2017-2018

I'M A CLASS REP...NOW WHAT?!

WHAT EXACTLY IS A CLASSROOM REP?

- **You are the “Go-To” person for your teacher and your classroom parents!**
 - Volunteer Coordinator (Not sole volunteer!)
 - Awesome Communicator
 - Class Organizer

WHAT ARE MY RESPONSIBILITIES AS A CLASSROOM REP?

- **HELP, HELP, HELP YOUR TEACHER!**
 - Make a list of volunteer needs for the year
 - Set up your communication system with your classroom parents
 - Encourage parents to sign up for a regular job (e.g. Thursday Notes, Friday Lunch) for a month at a time or even a whole year
 - Offer opportunities during school hours as well as after hours and weekends.
 - Check in periodically with your teacher for new volunteer opportunities
 - Publish your teacher’s wish list to your classroom parents
 - Get to know your Grade Level Class Reps and work together when possible
- **SERVE AS A CONSTANT COMMUNICATOR AND RESOURCE**
 - Educate
 - Share information learned at Parent Council meetings and send reminders about various school activities and events.
 - Send out monthly update emails from Parent Council and Parent Council meeting minutes.
 - Explain major events (Remember: there are new families at all grade levels).
 - Email Tips
 - Put “ABS” in the subject line of your emails
 - Tell them who you are:
 - Julee Nunley
Mrs. Purdy’s Class Rep
Alex’s Mom
julee@thenunleys.net
336.391.6585
- **COORDINATE BIG EVENTS FOR YOUR CLASSROOM**
 - Fall Festival – September 30
 - Annual Giving Campaign – February

- Hospitality Events like Teacher Appreciation Week in May
- Field Day – Last Morning of School
- **ATTEND PARENT COUNCIL MEETINGS**
 - Whenever possible. Can't make it? Try to get another parent from your classroom to attend. Detailed minutes are also distributed after each meeting.

I'M A SPECIALIST REP...HOW IS THAT DIFFERENT?!

- **HELP, HELP, HELP YOUR SPECIALIST TEACHER!**
 - Their needs will vary depending on what they teach
 - Set up an email distribution list of all the Class Reps
 - Have the Class Reps spread the word to their classroom parents when you have a volunteer need
 - Big request? Ask Stephanie LeFever (slefever@artsbasedschool.com) to send a volunteer request to all parents or post something in Thursday Notes
 - Tell people who you are:
 - Julee Nunley
Mrs. Meeks' Class Rep
Jack's Mom
julee@thenunleys.net
336.391.6585
 - Check in periodically with your teacher for new volunteer opportunities
 - Keep tabs on their supplies and ask for donations. (e.g. tissue, sanitizer, etc.)
- **HELP THE OTHER CLASSROOMS WHEN POSSIBLE.**
 - If a classroom runs short on volunteers for a particular event, it's always great to have an extra name to call on in a pinch. Class Reps may come to you for help!

YOU'RE NOT ALONE!

Never feel that you're on your own! The entire Parent Council Board is always available to help. If your situation changes during the year and you can't fulfill the duties on your own, we can always recruit a Co-Rep to help you out. Most importantly, stay in touch with us if there are problems.

THANK YOU!