

Grade Level Rep Guidelines

-3- Grade Level Reps per Classroom -Individuals will plan and help execute parties in the classroom. These individuals will work together to plan activities that all homerooms within their respective grade will participate in. One grade level rep per classroom will be present on the day of the celebration to help with the planned activities. Each classroom can have a max of 3 volunteers per celebration.

-1- Lead Grade level rep will be chosen to help distribute and oversee celebration/party details and grade level communications. The lead grade level rep will serve as the primary point of contact for teachers and parents. This role will be decided after the sign up process has been completed.

-2- Alternate Grade Level Reps per Classroom- these individuals will be utilized if the grade level reps are unavailable or unable to attend in-person activities. (this is an on-call position)

Responsibilities:

- Help plan activities/games and run 3 celebrations throughout the school year: Winter Holiday Party, Valentines Day, and the End of Year Picnic
- Collect and provide teacher/staff gifts for winter celebration and end of the year.
- Other assistance may be needed throughout the year and will be communicated by the teachers or school administration
- Emails to help collect funds and party items may need to be sent to the grade level family members. Sign Up genius will be used for donations and volunteers for celebrations/parties. Draft email templates and a list of staff favorites will be provided to facilitate communication school wide for each grade level.
- If needed, collect funds to be used for school related activities and celebrations.

Please remember there are always other opportunities to volunteer in TES to include library and lunchroom helper.