



VALLEY CHRISTIAN ACADEMY

# ROOM COORDINATOR MANUAL 2018-19

1 Peter 4:11

*If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ.*

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## Job Description

A Room Coordinator is the **communication link** between the teacher and the classroom parents. You will communicate the classroom needs, as well as class events, to the families.

### Description of Responsibilities

#### **A. Pray for Teacher and Class**

Praying for the teacher and class is the most important and helpful thing RCs do.

#### **B. Open House Presentation**

Open Houses take place during the first full week of school. Elementary and Middle School have separate Open Houses – refer to the school calendar (p.2) for dates.

Before the Open House, contact your teacher to request a 5-minute timeslot to make a brief RC announcement. The Open House schedule is very tight so make certain you are brief. Introduce yourself and any other RCs present. Highlight the classroom volunteer opportunities and point out your sign-up sheets (see section K. Correspondence, p. 11). This is your big chance to get parents to sign up for parties and teacher requested classroom help. Bring Post-It notes so parents can make a note of what they signed up for.

Briefly explain VCA's policy of honoring teachers on their birthdays and at Christmas (see section H. Teacher Birthday and Christmas Gifts, p. 10). Bring an envelope or small basket in which parents may leave a donation at the end of the Open House if they wish to do so immediately.

#### **C. Organizational Meeting**

If you are fortunate to have more than one RC for your classroom, then arrange a meeting of all classroom RCs and divide the responsibilities amongst those who have volunteered; often, this can be accomplished at the Room Coordinator kick-off meeting.

#### **D. New Family Welcome**

Be sure that each new family receives a phone call from one of the RCs in your classroom to welcome them. Watch for new families added to your classroom during the year and extend a welcome to them as well, inviting them to participate and finding a spot for them to volunteer.

## E. Parent Social/Coffee

Christian fellowship is one of the best parts of being in the VCA Family. If you are able to host a morning coffee or evening dessert for the parents of your grade/class, that is WONDERFUL! Another option is to recruit a parent volunteer at the Open House. This should be an informal, adults-only gathering, potluck style. It can take place in the fall, winter, or both! It's an especially good way for new families to meet other parents and feel connected at VCA and is probably one of the most effective ways to nurture the growth and health of VCA.

## F. Coordinate Classroom Volunteers

Recruit volunteers for classroom help and distribute a Volunteer Schedule (see example on pp. 19-20).

Check with your teacher from time to time to ensure that the schedule is working, as well as to find out if any new volunteer opportunities have come up.

## G. Coordinate Class Parties

There are five parties each year in Elementary: Thanksgiving, Christmas, Valentine's Day, Easter and End-of-Year. Middle School does not have a Valentine's Day party. For party dates, see p. 4.

Two weeks before each party, the **Room Coordinator confirms party volunteers and moves forward with planning**. RCs may assist with any volunteer roles not covered.

For elementary parties, only parents responsible for games, crafts or devotions may attend, along with the Room Coordinator, who manages the flow of the party.

Parties begin at 1:45 and end at 2:45, with the exception of the End-of-Year party

**Elementary End-of-Year Party:** Confirm your EOY Party ideas with your teachers. Reserve a location for the party on school grounds by filling out an Activity Request Form (example on p. 24) and turning it in to Jackie Wendl. Often, classes organize some type of lunch for this party. VCA will send out a schedule listing the actual date and time of each class's party.

## Grade Specific Information for Room Coordinators

### Pre-K RC:

- Please check with the teacher for in-class help such as reading stories etc.

### Kindergarten RCs:

- You will also help your teachers coordinate special days such as: "Bear Day", "Dog Day", "Cat Day", etc. Please ask your teachers in September for these dates and what will be needed.
- Confirm with your teacher whether siblings are welcome at kindergarten events, and convey this to classroom volunteers. Encourage volunteers to make sure siblings don't disrupt their purpose in helping the class.

### Elementary RCs:

- Check with your classroom teachers for their in-class volunteer needs. Some of them may need volunteers for reading, grading papers, cleaning desks and/or help with chapel.

### Middle School RCs:

- You will work together for all parties, as the MS celebrates all events together. Activities at these parties are typically teacher-directed and RCs coordinate party food and photography. A complete description of Middle School parties can be found in the appendix.

### Extra Projects

- You may need to help the teacher with special projects such as crafts, chapels, SAT booklet preparation, memory books, units or service projects.

## 2018-19 Room Coordinators

Grade	Room Coordinator	Email	Cell Phone	Home Phone
PRE-K	Ebtesam Saliba	<a href="mailto:ebtesam.saliba@yahoo.com">ebtesam.saliba@yahoo.com</a>	(216) 280-6414	
KINDERGARTEN	Tonya Perna	<a href="mailto:tonyap@pernacustombuilders.com">tonyap@pernacustombuilders.com</a>	(440) 478-4338	
1st	Maria Schupp	<a href="mailto:maria.schupp@twc.com">maria.schupp@twc.com</a>	(214) 263-3359	
2nd	Jess Chen	<a href="mailto:windsurf_mauie@hotmail.com">windsurf_mauie@hotmail.com</a>	(732) 687-7520	(330) 467-4357
3rd	Ebtesam Saliba	<a href="mailto:ebtesam.saliba@yahoo.com">ebtesam.saliba@yahoo.com</a>	(216) 280-6414	
3rd	Jodi Mitchell	<a href="mailto:jcmitch9704@gmail.com">jcmitch9704@gmail.com</a>	(502) 552-1406	
4th	Andrea Finkler	<a href="mailto:angelhayr@hotmail.com">angelhayr@hotmail.com</a>	(330) 931-8411	
5th:	Lisa Harris	<a href="mailto:lisalmk1@yahoo.com">lisalmk1@yahoo.com</a>	(216) 254-3928	
6th	Jenn Vasquez	<a href="mailto:shilohluv@aol.com">shilohluv@aol.com</a>	(419) 345-3090	
7th	Lisa Ballard	<a href="mailto:lisalmk1@yahoo.com">lisalmk1@yahoo.com</a>	(216) 543-3329	
8th	Val Nerone	<a href="mailto:go_vas@hotmail.com">go_vas@hotmail.com</a>	(440) 773-9380	

## 2018–2019 Important Dates

### Open House:

- Pre-K: Monday, August 20
- Middle School (6-8) – Tuesday, August 28
- Elementary School (K-5) – Thursday, September 30th

### Classroom Parties: All parties begin at 1:45 and end at 2:45

- **Thanksgiving** – November 20 (Tuesday)
- **Christmas** – December 21 (Friday)
- **Valentines (Elementary only)** – February 14 (Thursday)
- **Easter** – April 14 (Thursday)
- **End of Year** – (TBD)

Pre-K & Kindergarten Last Day: May 31<sup>st</sup>

Kindergarten Graduation: May 31<sup>st</sup> at 7pm

Middle School Promotion Ceremony: June 5<sup>th</sup> at 7pm

Last Day of School: June 5

## Monthly Check List

### August:

- Reach out to all new families in your grade. I will work with Mrs. Wendl on a list of all new families
- Prepare material for the Parent Night and work with the teacher on the best time to present your items
- Parent Night: Middle School 8/28 at 7p.m. Elementary School 8/30 at 7p.m.
- Decide how you will communicate with your class throughout the year. Either by email or printed communication. Jackie Wendl will be able to assist you in sending out the communication either by email or print (student's folder)

### September:

- Send Welcome email or printed email
- Send letter to ask for gift donations for the teachers and aides
- Visit VCA website for updated RC manual and teachers "favorite" lists.  
([www.valleychristian.com](http://www.valleychristian.com)): (1.) Click Support VCA (2.) P.T.F News (3.) Scroll to the bottom section labeled "Room Coordinator"

**October:**

- Follow-up with parents to see if anyone will host a social for the parents to get together
- Follow-up and remind parents that all donations for teacher's gifts should be turned in no later than 11/1
- Review the sign-up sheets and ensure all spots are filled for Thanksgiving parties
- Remind parents that no siblings are to attend the classroom parties
- Send out update to parents on Thanksgiving party

**December**

- 1<sup>st</sup> week, send out reminder of upcoming Christmas party and sign-ups
- Remind parents that no siblings should attend the classroom parties

**January:**

- Room Coordinators to send out mid-year letter (example in the appendix)

**April: (Ann Marie to do)**

- Ann Marie to send EOY email to RC's.
- Remind 5th Grade RCs to coordinate four parents to serve at the Middle School Promotion Ceremony
- Suggest that Kindergarten RCs recruit someone to record the Kindergarten Graduation and make it available for parents

**May:**

- Prepare plans for the EOY activities/party
- Send out an EOY letter to parents with plans for the EOY party and other pertinent information
- Consider serving again in the next grade your child will enter in the fall, 2019

## Teacher Birthday and Christmas Gifts

Donations for a gift fund are accepted until November 1. At this point the money is divided – half for the teacher’s birthday and half for Christmas. If your class has an aide, use a portion of the donations to honor them as well. If a birthday falls before Nov. 1, ask your teacher/aide to choose a celebration day later in the year for their “surprise” birthday party.

All the children should sign a class card to give to the teacher for Christmas and Birthday. A simple handmade card by the students is great! Christmas gifts are usually given at the class Christmas Party. Regardless of who donates, **gifts are given from the entire class**

**Teacher Birthdays:** (\*summer birthday--please celebrate ½ birthday)

<u>Teacher:</u>	<u>Birthday</u>
Mrs. Johnson (PreK)	12/15
Miss Andrews (Kindergarten)	5/18
Mrs. Villers (1 <sup>st</sup> )	10/6
Mrs. Aiken (1V aide)	1/12
Ms Ortega (2 <sup>nd</sup> )	7/13
Mrs. Roberson (2O aide)	8/17
( Mrs. Stevenson (3 <sup>rd</sup> )	11/24
Miss Haggerty (4 <sup>th</sup> )	10/5
Mrs. Stewart( 5 <sup>th</sup> )	2/14
Mrs. Sondej (6 <sup>th</sup> )	10/22
Mrs. Chantnicki (7 <sup>th</sup> )	7/12
Miss Telepak (8 <sup>th</sup> )	3/13
Mrs. Nedelka (MS Sci/Eng)	6/28
Mrs. Shannon Strausser (MS labs)	2/14

## Important Notes:

- Crafts, games, and stories/devotions should focus on the true meaning of the holiday – no Santa Claus or Easter Bunnies please.
- Refer to your teacher survey for specific preferences.
- Siblings may NOT attend class parties without teacher approval. If siblings do attend, parents must watch them closely and be responsible for their behavior.
- In the event of a snow day, parties typically resume the day students return to school.
- Additional parties must be approved by submitting an Activity Request Form to Jackie Wendl (example on p. 24).
  
- **IMPORTANT:** Only those signed up for an in-class activity are allowed at the party. If you signed up for a snack or paper product, you may drop it off in the front office the day of the party or send it with you child
- Room Coordinators must send Jackie Wendl a list of **in-class volunteers** at least one week prior to the party. These volunteers should check pick up their name badge/sticker at the front office prior to serving at the party
- **The outside doors should never be propped open.** If you need assistance with the doors, please contact Jackie Wendl

## Middle School Parties:

- Food from each class is combined and set up on tables in the MS hallway. They all eat together!
- One RC submits an Activity Request Form (example on p. 24) for tables to be set up in the hallway.
- Parents need only provide enough snacks/drinks for their specific class.
- Party volunteers gather and set up all the food before the party begins.
  
- **Thanksgiving:** Classes compete against each other in the annual football game. Teachers plan this activity. Simply make sure the food is set up and your photographer is there to capture the, often muddy, memories!
- **Christmas:** The MS teachers leads the classes in a gift card exchange game. Send a note home to parents explaining the game and requesting participation.
- **Easter:** Previously, a teacher has led a Passover meal. Check to see if this is still the plan for this year.
- **End-Of-Year Party:** This party includes a nacho/pizza/ice-cream bar! Request a \$5 donation to cover the cost. As always, this letter must be approved by Jackie Wendl. It's worked well in the past for one or two RCs to collect money from all the classes and purchase all the food. Divide the food prep (cooking taco meat, cutting lettuce, etc.) as you see fit. The kids eat in the cafeteria at their normal lunch hour, but you'll need to submit an Activity Request Form (example on p. 24) for a table to be set up for the buffet style meal. After lunch, the teachers lead a

game of Capture-the-Flag. When the game is finished, the kids return to the cafeteria for the ice-cream bar (see MS-EOY Party Shopping List on p. 23).

In the case of a teacher's wedding, baby shower, or other life-changing event, the request for donations or planning of a party must first be approved by Jackie Wendl (Fee Charge Request Form/Activity Request Form, example on p. 24).

There is no collection for an end-of-year class gift, although this may be an excellent time to help the children work together to make a special memory gift for the teacher. Remember also that Teacher Appreciation Week usually falls in the second semester.

### Class Photographer

At the Open House, recruit a parent volunteer (or two) to be responsible for taking candid pictures of the class for the yearbook. This person will work directly with the yearbook editor to provide pictures in a timely manner for yearbook publication. Information about the school Shutterfly account will be provided by the editor. Photographers should take pictures at class parties, field trips, special class events, chapel, etc., and they should check in periodically with the teacher to see if there are any photo requests throughout the year. **Photos are to be turned in to the yearbook editor (or front office) by March 1.**

### Correspondence

All letters or emails going to the entire class must first be sent for approval to Jackie Wendl at: [jwendl@valleychristian.com](mailto:jwendl@valleychristian.com). She will send the communication from you to the class parents either by email or hard copies. Allow 2 days for approval. A complete list of expected communications is as follows:

1. Open House Sign-Up Sheets
2. Welcome Letter
3. Gift Collection Flyer
4. Classroom Volunteer Schedule
5. Parent Social Invitation
6. Gentle Reminder re: teacher gifts
7. Mid-Year Letter
8. End-of-Year Letter

## Correspondence Detailed

### 1. Open House Sign-Up Sheets

Volunteer sign-up sheets should be prepared for the open house (some teachers make their own, so confirm with the teacher). At the beginning of the year, RCs receive teacher survey results, indicating classroom volunteer needs. Use this survey to make classroom volunteer sign-up sheets. Be specific as to days/times for classroom help. **To ensure that we schedule in harmony, use the Volunteer Calendar by Week #, located on p.3.** Include space for the volunteer's contact info. The PTF Room Coordinator will provide you with sign-up sheets for all holiday parties, classroom photographer, a parent social.

### 2. Welcome Letter

Introduce yourself and fellow RCs to the classroom families and include your contact info. Welcome by name any new VCA families. Inform parents of any remaining volunteer needs.

Review the way we honor teachers and teacher aides for birthdays and Christmas and let parents know a donation request will be coming home with their child shortly. Include the class chapel date if your teacher has it already. Make a note of the teacher's preferences for celebrating student birthdays, which is indicated on the teacher survey. **PLEASE BE SURE TO ASK THE TEACHER IF THERE ARE ANY FOOD ALLERGIES.**

### 3. Gift Collection Flyer

The week after you send your Welcome Letter, send home the Gift Collection Flyer. The PTF Room Coordinator will provide this, along with an attached envelope for simple return. The earlier this goes out the better.

### 4. Classroom Volunteer Schedule

After the Open House, create a volunteer schedule indicating who has volunteered for what/when. Send the volunteer schedule home monthly or at the beginning of each semester.

#### **4. Parent Social Invitation**

Invitations should be sent by the Room Coordinator or by the volunteer host/hostess themselves. Feel free to invite your child's teacher if this will be an evening social. It works well to indicate a specific timeframe for the gathering (e.g. 9:00-11:30 a.m.) Have parents sign up to bring a dessert or brunch item, depending on the function. The host/hostess only needs to provide beverages and/or paper products. Also, if it is a daytime gathering, be clear as to whether or not preschoolers are welcome.

#### **5. Gentle Reminder**

This correspondence may be a simple, half-sheet, reminding parents of the November 1 deadline to contribute to the Teacher Birthday and Christmas Gift fund.

#### **6. Mid-Year Letter**

This is a chance to check in again with class parents and to welcome any new families who have been added to the class. Thank parents for contributing toward the teacher Christmas gift, and let them know what the gift was. You may also need to make a few adjustments to the volunteer schedule and inform parents of any new volunteer needs. For the elementary classes, this is a good time to give parents a heads-up about the Valentine's Day Party. Share an up-to-date head count and the teacher's preferences for a Valentine's exchange (e.g. w/ names or not). Finally, let parents know about upcoming school fundraisers, special events, and the dates of Teacher Appreciation Week.

#### **7. End-of-Year (EOY) Letter**

Send an EOY letter to classroom parents. Include details about the EOY party. You may need to request a small donation for the party lunch or remind parents to send a water bottle, apply sunscreen, etc.

It's also helpful to include information about other events of the last weeks of school, such as Field Day and Dress Down Days. Remind parents that P.E. uniforms must be worn for Field Day and Sports Day in order for students to qualify for ribbons. This is your final communication with classroom parents so many thanks for all their support throughout the school year are in order.

# Appendix

## Mrs. Ortega's Classroom Sign-Up

### Classroom Help:

Computer: Wednesday, 12:55 – 1:35	
Week 1:	
Week 2:	
Week 3:	
Week 4:	
Week 5:	
Subs:	

Sign-Up Sheet

Reading to Class 2:40-3:00					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1:					
Week 2:					
Week 3:					
Week 4:					
Week 5:					

Grade Papers: Monday- Friday					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1:					
Week 2:					
Week 3:					
Week 4:					
Week 5:					
<b>Send Home Anytime:</b>					

### In- Class Volunteers may be needed for the following:

- ❖ Reading to the students
- ❖ Grading papers / organize papers
- ❖ Clean desks

***Ephesians 6:7 Serve wholeheartedly, as if you were serving the Lord, not men.***

Dear Parents of Mr. Sellards' Class,

Thank you for attending the Open House and for volunteering your time and energy towards helping Mr. Sellards and the kids this year. We have a wonderful teacher for our children, and I'm really looking forward to being part of their fourth grade year.



**GETTING INVOLVED**

There are still many volunteer opportunities available for classroom help. Prayerfully consider each of these needs and know that we are grateful for your generous gift of time, energy, and talent. If you can help in any way, please **contact me by the end of next week, September 16th.**

***CLASSROOM HELP NEEDED:***

- **Computer Tech Lab – 8:30 - 9:10am 3<sup>rd</sup> & 4<sup>th</sup> Thursdays of the month (No Siblings)**
- **SAT Booklets – Anytime in the weeks before & immediately following testing (Siblings OK):** Help prepare booklets & clean up stray marks, etc. Dates TBD (March/April)
- **Grade Papers – Tuesdays, Thursdays and the 2<sup>nd</sup> & 4<sup>th</sup> Fridays of the month:** Can be done anytime and at home
- **Small Reading Groups – 12:40 – 1:10pm, Mondays, Tuesdays, Wednesdays & Thursdays (No Siblings):** This is a unique opportunity to listen to the kids discuss books they are currently reading. So far we have help on Fridays

***PARTY HELP NEEDED:***

- **Thanksgiving Party – Tuesday, November 22, 2011**  
\*Story/Devotional, \*Photographer, Fruit Snack
- **Christmas Party – Wednesday, December 21, 2011**  
\*Craft, Fruit Snack
- **Valentine's Day Party – Tuesday, February 14, 2012**  
\*Party Coordinator, \*Craft, \*Story/Devotional, \*Photographer

***\* Indicates party attendance***

Once the calendar is complete, an email will be sent as well as a hard copy sent home in your child's folder. Party sign-up sheets will go out about a week before the event as a reminder. Classroom help can begin immediately, so mark your calendars!

## **4<sup>th</sup> GRADE PARENT COFFEE**

**Friday, September 23<sup>rd</sup>, 8:45-11:00 am**

This is a great chance to get to know some of our new families and enjoy a time of fellowship as we begin the school year! Please join us in Liese Piazza's home for coffee & light breakfast: 3116 Killingworth Lane, Twinsburg, 44087. RSVP to Liese at 330-963-4194

## **BIRTHDAYS AND HOLIDAYS**

It is a tradition at VCA to honor the teachers at Christmas and for their birthday. Mr. Sellards' birthday is very close to the end of the school year, so we will be celebrating near that time. The class will enjoy sharing a special treat with Mr. Sellards on his day ... think taco salad bar, not cake. We have a window of opportunity to seek funds for teacher gifts this year. We will ask parents to volunteer to contribute towards a class gift in September. A gentle reminder will be sent in mid-October with the deadline to receive money by November 1<sup>st</sup>. You may contribute any amount. There is no set amount per family. Please send your donation in an envelope to my attention in your child's folder. Your child will always be included in the class gift and card even if a donation has not been received.

If you would like to bring a treat to celebrate your child's birthday (if your child's birthday falls during the summer months, a treat may be brought in to celebrate his/her ½ birthday), you may bring them in at **2:00pm**. You may also bring the treat in the morning to be passed out at the indicated time. Please do not bring treats that need to be cut. **Please advise Mr. Sellards one day in advance.** And be sure to ask about food allergies before sending in your treat.

## **SILENT AUCTION**

This annual fundraising event is coming up on November 5<sup>th</sup>. The fourth grade will be putting together a basket of items to be offered for silent auction. A letter will be going home shortly with more specific details. Plan to attend this event. It's a great way to meet other VCA families and raise money for the school.

## **STAYING IN TOUCH**

I am excited to serve you as Primary Room Coordinator for Mr. Sellards' classroom. Below is my contact information. Feel free to call on me at any time if I can provide you with needed information or serve you in any other way. I look forward to a wonderful year together in fourth grade!

Serving You in Christ,

Carrie Schulze – Primary Room Coordinator  
330-655-9613  
[carrieschulze@yahoo.com](mailto:carrieschulze@yahoo.com)

# TEACHERS



Dear Parents,

The teachers' at Valley Christian Academy are a blessing and we would like to honor them. It has been a wonderful tradition at VCA to bless our teachers and teacher aides at Christmas and on their birthdays with a gift from the entire class. If you would like to contribute toward a Christmas and birthday gift from the class, a suggested donation of \$10 to \$20 for each teacher would be appreciated.

You may send your donation of cash, or a check made payable to the class Room Coordinator, in your child's folder. Your contribution will be accepted through November 1<sup>st</sup> and your Room Coordinator will stay in touch with you on the gifts chosen to bless the teachers. All gifts and cards will be given from the entire class regardless of one's ability to contribute.

Thank you in advance for honoring our teachers

Sincerely,

Room Coordinator  
2017-18 School Year

**Letter for teacher  
donations**

January 26, 2012

Hello 4S Parents,

Happy New Year to you and your families! We have some exciting things coming up that I would like to share with you.

- **Family Fellowship/Dinner Night & Parent Meeting** will be this Saturday, Feb. 4<sup>th</sup>, from 5:45-8:30. This is a fun and informative night for the whole family. For more information go to “BIG EVENTS” on the VCA website. Buy your tickets now, as they won’t be available at the door!
- Our class **Valentine’s Day Party** will be on February 14<sup>th</sup>. Children are welcome to bring in valentines for their classmates. Be sure to bring enough for all 21 children in the class, but please do not put individual names on each one. This makes it easier for distribution and leaves more time for other fun activities. Students are welcome to personalize a valentine for Mr. Sellards!
- **The Annual Bowl-A-Thon** is scheduled for Saturday, March 3<sup>rd</sup>, from 9am-1pm at Roseland Lanes. This is a really big fundraiser for our school and the kids have lots of fun participating! Details came home with your student recently. We hope to see you there!!
- **Yearbook** pictures may be submitted to Michele Kalista at [mkalista@yahoo.com](mailto:mkalista@yahoo.com), or if you have an actual disk, you may drop it off at the front office for the “yearbook” mailbox. Any pictures you’ve taken of the kids this year would be greatly appreciated and should be **in by mid-February**.
- **Classroom Help** is still greatly appreciated! If your schedule has changed and you’re no longer able to help w/ something, or if you are now able to begin volunteering in the classroom, please contact me. I’ll be happy to coordinate that w/ Mr. Sellards. There are many ways to be involved, such as grading papers, reading with students, and helping in Tech Lab.

Thank you for all you do for our children! I personally am very thankful to be part of VCA with you and your kids!

Sincerely,  
Carrie Schulze  
330-655-9613  
[carrieschulze@gmail.com](mailto:carrieschulze@gmail.com)



**Christmas Party Volunteer Sign-ups**

Friday, December 21, 2018 1:45-2:45pm

**Party Sign-up Sheet Example**

**CLASSROOM VOLUNTEERS:**

(You are encouraged to be at the party to facilitate your activity)

Party Coordinator:	
Game:	
Craft:	
Story/Devotion:	
Photographer:	

**SNACK DONATIONS:**

(Please drop your snack off on the morning of the party)

Paper Products:	
Drinks:	
Sweet Snack:	
Salty Snack:	
Fruit:	

Hello Parents of Mr. Sellards' Class!

The school year is almost over, but there are couple fun things coming up that I'd like to share with you.

- **Mr. Sellards' Birthday!!** We'll be celebrating Mr. Sellards' birthday on **Thursday, May 31<sup>st</sup>, during lunch**. This will be a chance for the class to show its appreciation once again for such a super teacher! I will be there to present Mr. Sellards with a **gift from the entire class**, purchased with money previously donated by you. We'll have a **taco bar & fruit** in lieu of cake, as is Mr. Sellards' preference. There will be enough food for everyone, but please pack a lunch that day if your child does not like tacos. I'd *love* help with the taco bar and set-up/serving/clean-up. If you're able to help, please contact me at [carriejschulze@yahoo.com](mailto:carriejschulze@yahoo.com).



Even if you can't help, feel free to stop in and wish Mr. Sellards a happy birthday. **Lunch begins at 11:35.** (If you wish to give Mr. Sellards an individual gift, check the PTF page on the VCA website for his "Teacher Favorites", and remember he is vegetarian.)

- **The End-of-The-Year Class Party** will be **4<sup>th</sup>**, in the morning. Watch for a letter coming soon and ways to help!



on **Monday, June** with party details

- **Field Day** will immediately follow our End-of-the-Year class party on **Monday, June 4<sup>th</sup>**, and will last the entire afternoon. Remember to send a **bottled water** with your student and to apply **sunscreen** that day. If you plan to take your child home when Field Day concludes at 2:30, please make sure you inform the office with a note.

It's been a great year, and I've enjoyed getting to know many of you and your children better! I'm thankful for our school, for Mr. Sellards and for each of your families. I hope you have a SUPER summer!!!

Sincerely,  
Carrie Schulze  
4S Room Coordinator

## Example - Middle School EOY Shopping List

If we plan on 70-75 (for students, teachers, and parents) then that would be:

14 lbs. taco meat (cooked ahead and brought in crock pot)

4 heads of lettuce

4 large tomatoes

1 large onion

8 bags of shredded cheese (I think the small bags are normally 8 oz. so if super store has larger bags, maybe around 64 oz.)

2 large containers of sour cream

2 large jars of salsa

10-12 bags of tortilla chips (Doritos, tortilla—a variety)

Nacho cheese sauce (a big can from super store, warmed in a crock pot)

6 seedless watermelons (these can be sliced at school and served in big bowls from kitchen)

3-5lb. tubs of vanilla ice cream

3-5lb. tubs of chocolate ice cream

1 large containers of Hershey's chocolate syrup

4 cans of Reddi Whip whipped cream

rainbow sprinkles

6 bags oreos (put out with lunch and crumble leftovers for ice cream)

Order 3 sheet pizzas from Teresa's--they were half cheese and half pepperoni. ASK FOR A DEAL—they usually give us one!

We'll need forks and spoons, plates and bowls, napkins

Pre scoop the ice cream and store in freezers on trays for easy serving when they come back inside!

# ACTIVITY REQUEST FORM (non-Field Trip)

**SAMPLE**

Today's Date 5/16/08

Submitted by: Jane Smith

Name of Activity: <u>National Young Readers Day</u>	Date Desired: <u>Tues, Nov. 13 - 2007</u>
Group: <u>2X + 2R</u>	Begin Time: <u>8:30 AM</u> End time: <u>3:00 PM</u>
Location: <u>VCA + Classroom</u>	Special information: <u>Combine w/ pajama Day</u>
Description/Purpose: <u>Encourage reading, picnic lunch in classroom</u>	
Room setup needed? <input checked="" type="radio"/> N <input type="radio"/> Y- attach diagram	Will activity impact the kitchen/lunch orders? <input checked="" type="radio"/> Y <input type="radio"/> N

**\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\***

Office Approval: \_\_\_\_\_ / / Entered on master calendar? \_\_\_\_\_

Facility Approval: \_\_\_\_\_ / / Comments: \_\_\_\_\_

Lock up required?  Y  N

**\*\* IF A FEE IS BEING REQUESTED FOR THE ABOVE ACTIVITY, COMPLETE THE BOTTOM PORTION**

## FEE/CHARGE REQUEST FORM

Today's Date \_\_\_/\_\_\_/\_\_\_

Submitted by: \_\_\_\_\_

Name of Activity: <u>Beginning of the year money for events</u>	Amount to be Requested: <u>\$ 15.00 per family</u>
Person/Group Requesting: <u>PTF Room Coordinator</u>	Who will be asked to pay this? <u>Fourth grade families</u>
Description/Purpose for the Fee/Charge: <u>To collect money for teacher birthday gift, Christmas gift and end of the year party.</u>	Special information:

**\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\***

Admin Approval: \_\_\_\_\_ / / Comments: \_\_\_\_\_

Bus Mgr Approval: \_\_\_\_\_ / /