

**You have been chosen as a room parent for the 21–22 school year! If you are unable to fulfill this commitment or have any questions please contact:  
Jennifer Moser at 724–272–6807**

A graphic of a spiral-bound notebook with a thick black border and a spiral binding at the top. The text is contained within the notebook's frame.

## **Room Parent Check List**

- Email your teacher to introduce yourself.
- Organize all YELLOW party helper forms and choose 2 parents for each party. Call, text, or email the parents you have selected and confirm they are available for the party they were chosen for before you send the letter home.
- Before the end of September send a letter home to parents introducing yourself as the Room Parent and include a list of ALL parties and the parents chosen for each party.
- If your teacher completed the Staff Questionnaire it is included in your envelope (if we happen to get one late we will send it home with your child.) please send a copy home to parents with your intro letter.
- You can check our website for form letters if you don't want to write your own. [www.sbiespto.weebly.com](http://www.sbiespto.weebly.com)
- Be sure to connect with your party helpers about 4 weeks before each party to get them started on planning.
- Before party complete the Party Checklist form and send it in to the office

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Stori Caudill @ 724–816–7090**

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