



The School At ST. GEORGE PLACE

5430 Hidalgo St • Houston, TX 77056

Grade Chair Guide and Instructions

Thank you for volunteering to be a Grade Chair. Your job is vital to the success of our program. The teacher, the students, the parents, and the PTO Coordinator all depend on you. Thanks again!

The following is a list of your duties:

1. RECRUIT VOLUNTEERS and VIPS

One of your most important roles will be recruiting your grade parents to volunteer for your class needs. In order to volunteer in the school, parents must be registered with the HISD VIPS program. Please encourage your class parents to register on the HISD's VIPS website and allow the school front office to make a copy of their driver's license. There is a link to the HISD VIPS registration web page on the S@SGP PTO website. Remind parents to always check in and sign the PTO volunteer binder at the front desk when volunteering at the school and to get a name tag.

2. TEACHER MEETING

Meet with your teachers ASAP to determine specifically what they need and when. For example the classroom may need parent readers every Friday at 8:30 AM in the classroom, or an art helper once per month. Once the teacher's needs are determined begin to schedule parents according to those needs. Also, check with the teachers to see if any parents have expressed interest in being a room parent.

3. CONTACT PARENTS AND KEEP THEM INFORMED

Contact room parents, and if no one volunteered for a class, get a listing of contact information for the parents in that class to see if you can recruit! There will be many times during the year when you need to contact your class parents.

- Call or write parents if they have not returned volunteer forms to encourage them to do so.
- Contact parents to keep them informed of events happening in the class.
- Your teacher may also ask you to distribute information to the parents in the class.

4. FIELD TRIPS

The Grade Chair needs to coordinate with the Room Parents to help recruit volunteers to go on field trips, if needed. Teachers will notify you about how many volunteers are needed for a particular field trip. **Field Trip Volunteers must have background clearance (VIPS)**. If you have too many volunteers for field trips, the teacher may want to draw from a hat.

5. PARTIES

You are responsible for coordinating with room parents and teachers to making sure any special Grade parties are adequately covered with supplies and party time assistance. Please be considerate when requesting funds from parents for these parties. Requests should be limited to \$5. Requests for specific food donations are often very successful.

6. SPECIAL EVENTS

You will be asked to find volunteers for various events throughout the year, which may include asking your class parents to help at book fair, auction or other PTO events. You can call the individuals who agreed to assist first then if you need additional help contact the other parents from the class. Use the example activity sign up form to find out which parent has offered to help with the specific events.

7. TEACHER APPRECIATION LUNCHEON

You will be required once during the school year to prepare a luncheon for the grade teachers with the assistance of room parents. A particular month will be assigned to you and you can select the date. You can either ask for donations from grade parents or outside vendors. The PTO will also donate \$_____ towards the luncheon.

8. SUMMER PLAYDATES

Coordinate a time and place for a summer playdate for your particular grade. You can also coordinate with other Grade Chairs and coordinate playdates for multiple grades. Go in knowing you can't fit everyone's schedule – but just pick a date and place!

A great way to ask for sign ups from parents is with <http://signmeup.com/>. You can list specific items that need to be brought and parents can sign up for them eliminating the need for multiple emails.

Feel free to contact me anytime with questions, comments or concerns. You may also contact other PTO officers.