



What do I do as the PTO Parent Room Rep?

A critical part of Imagine Foundations PTO is the PTO Parent Room Representative. They play a significant role in bringing the activities and benefits that the PTO provides to the children who attend Imagine Foundations Public Charter School.

Their involvement in the PTO includes:

- Acting as a liaison between the PTO and the classroom teacher. The Parent Room Reps report to the PTO events taking place in the individual classrooms. As special needs arise within the classroom (books, bookshelves, project supplies, etc.), the Parent Room Rep works with their Teacher what their needs are. The Teacher would then complete a request for funds form (forthcoming) The Parent Room Rep would then submit it to the PTO during the monthly PTO Board Meeting for approval. If approved, the Parent Room Rep works with the Teacher to purchase what they need and submits the receipt to the PTO Treasurer for reimbursement. They are responsible for keeping in touch with the teachers regarding any topics they would like to discuss.
- Be dues paying member of the Imagine Foundations PTO
- Attending the monthly PTO Board Meeting. When possible, the Parent Room Rep attends the monthly PTO Board meeting to get the latest news on what is occurring in the school and what activities are coming up. They report back to their classroom teacher what was discussed at the monthly meeting, if that teacher was not present
- The Parent Room Reps are responsible for coordinating a phone tree for their classroom. The Parent Room Reps will hear Parents and Teachers questions suggestions and concerns should they bring them to their attention. The Parent Room Rep will then address those questions, suggestions and concerns with the

PTO Board. The PTO Board will response back to the Parent Room Reps with a response for those Parents and Teachers.

- Maintain e-mail list for PTO and teacher communication to parents
 - E-mail the PTO's newsletter to their parents
 - Forward PTO e-mails when requested
 - Solicit volunteers for any teacher requests (i.e.-chaperones for field trips, volunteers for class projects, refreshments for class celebrations, etc.)
 - Make other phone calls or send e-mails as requested by the teacher throughout the year
 - Solicit volunteers for PTO events as requested (i.e.-Movie Nights, Field Days, etc.)
 - During the school year, provide parent volunteers with reminder e-mails or phone calls approximately a week prior to the event for which they volunteered.
 - Attend monthly PTA meetings-generally the 2nd Monday of every month.
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- Communication: Currently the PTO is communicating via email and flyers. It is the responsibility of each Parent Room Rep to check their email at a minimum of twice a week for correspondences.
 - Parent Room Reps must be available and reachable through contact info provided on the PTO Parent Room Rep Acknowledgment Form.

Without the Parent Room Reps, the PTO cannot be successful in meeting the many activities that we hope to plan for this year for our children. Being a PTO Parent Room Rep is a wonderful way of knowing that as a parent you have taken yet another step in enhancing your child's educational experience.

If you are interested in becoming a Parent Room Representative please fill out the Acknowledgment Form below and return it to the Imagine Foundations PTO Box or you can email the form in Word Document to imaginefoundatonspto@yahoo.com

THANK YOU FOR SUPPORTING THE IMAGINE FOUNDATIONS PTO



Imagine Foundation PTO Parent Room Rep Acknowledgment

I have read the bylaws of the Imagine Foundations PTO and I have been given information by the PTO officers regarding my duties. By signing this I am agreeing to follow these and seek information from the PTO officers if I have any question(s).

My name is _____ and I would be interested in being a PTO Parent Room Representative for _____ class.

My child's name is _____.

Signature _____

Home# _____

Cell# _____

Email _____

Together We Can Make A Difference!