



VOLUNTEER
all that's missing is U!

Class Representative Application Form

PTO Class Reps are liaisons between teachers, parents and the PTO. Enjoy helping your child's class participate in PTO events, provide your child's teacher with assistance in reaching out to parents for special events, and serve as a PTO communications liaison throughout the year!

Yes, I would like to participate in the RSE PTO as the **PTO Class Representative** of my child's class. I understand the responsibilities of Class Rep to be:

- ✓ Distribute information via email or photocopy to backpacks from the PTO Executive Board to all families in the class I am representing.
- ✓ Assist PTO Executive Board in gathering parent volunteers as needed for PTO programs and events from my respective class. This is one of the most important roles of the position.
- ✓ I understand that I am encouraged to attend PTO meetings when I can and to help spread the word about what was discussed. If a PTO meeting is deemed mandatory, I will work with my co-representative to ensure one of us will be present.
- ✓ Offer assistance to Teacher and Teacher Assistant when he/she is planning a class party, project or special event requiring parent input or donations (food, supplies, paper goods, etc.) This involves emailing parents with a list of items needed by teachers and sending a reminder the day before items are needed to be delivered.
- ✓ Collect monetary donations from parents for class group gifts to your teachers at the holidays and the end-of-year. *Donations are completely optional for all families.* You will work with your Co-Class Rep to determine the gift, and how/when to deliver gift. Questions may be directed to any Board member or previous Class Rep.

Please return bottom portion of this form to be considered. Thank you for your support!

Two Class Reps will be decided by the PTO Executive Board, and announced on our Facebook page:

<https://www.facebook.com/groups/remsenburgspeonkelementaryschoolpto/>

★ **YES, I would like to be a PTO Class Representative!** ★

Parent Name: _____

E-mail: _____ Phone #: _____

First choice Grade/Teacher: _____

Second choice Grade/Teacher: _____

(Parents will only be given one grade, we offer the option to families who have more than one child enrolled at RSE.)