

## Room Party Guidelines 2018-2019

Thank you very much for volunteering to assist with the classroom parties this year. The parties include:

**Halloween – Wednesday, October 31 at 2:15**

**Christmas – Friday, December 21 at 2:15**

**Valentine's Day – Tuesday, February 13 at 2:15**

Party Coordinators are responsible for contacting the party volunteers for that particular party to determine who will bring the snack, craft and game(s). Depending on the number of party volunteers, one or more parent(s) can be in charge of each activity. Party money can be picked up in the office and should be distributed among party volunteers as needed for supplies. Each classroom is allotted \$1 per child per party (30 students = \$30). Please keep this in mind while planning your portion of the party. Some parents may choose to donate their supplies – Please note that this is optional. Excess party money will be used for other special projects that benefit the children.

**Please respect the following guidelines as you plan each party:**

- Party coordinators and/or party volunteers **MUST** contact the teacher prior to planning the party to see if there are any restrictions or special diets that need to be taken into consideration.
- Parties must be held in the classrooms only. Please do not take students in the hallway for games.
- **NOT ALLOWED:** Cupcakes, piñatas, bobbing for apples, red juice or punch and soda/pop (including 7-up).
- It is the responsibility of the volunteers to see that the classroom is cleaned up after the party.
- **Grades 6-8** may have alternative party plans...most likely a field trip. Party coordinators and volunteers will be needed to chaperone and provide treats. Please check with classroom teacher regarding these events.

**YOUNGER SIBLINGS** – Please do not bring younger siblings when volunteering for classroom parties. While we care for all children, not bringing younger siblings allows party volunteers to focus on our students and party activities.

**NO PARTY COORDINATOR?** – There are some classes in which no one signed up to be the coordinator. In this situation, the teacher will ask a parent to volunteer to be the coordinator.

**REMINDER TO VOLUNTEERS** – All volunteers must be Safe Environment certified. For a list of times and locations visit [www.archomaha.org](http://www.archomaha.org).

**Thank you again for your help!!**