

The RoomCAP Job Description:

1. *Work with the teacher to determine what parties and activities your classroom will have during the year.*
  - a. Party times are established by the master school calendar. Generally, in grades 1-8, parties are held at 2:45 pm. The Early Childhood program party times are printed on the master calendar and vary by event. Further instructions on class parties will be given during the Volunteer Leadership Training on September 7<sup>th</sup>.
  - b. Relay party plans to the CommCAP.
2. *Recruit your own team of helpers for parties, gifts, and teacher birthdays.*
  - a. Do not handle all the events by yourself! Get help from other parents in the class. You can put together a team for all year, or vary the volunteers by event or task.
  - b. Teacher gifts are traditionally given at Christmas, the end of the year, and for the teacher's birthday. All people are busy at Christmas and the end of the school year! Please allocate your time carefully so you are not running out of time to shop. Ask one of your helpers to shop for you. Cash may NOT be given as a gift. Further instructions on what types of gifts are appropriate will be given during the Volunteer Leadership Training on September 7<sup>th</sup>.
3. *Manage your Classroom Account budget.*

The SLES Parent Council maintains "Classroom Accounts" for each homeroom. (Families are given an opportunity to contribute at Tiger Tracks and throughout the year.) These Accounts are designed to:

  - a. Relieve the Room Captain from carrying the financial burden of classroom activities.
  - b. Give every family the opportunity to support financially the classroom activities,
  - c. Eliminate the amount of cash that is floating around the SLES office to support these activities, and
  - d. Have an accountable fiscal agent to administer the funds so generously contributed by SLES families.
4. *Be the primary liaison to the teacher regarding classroom activities.*

The CommCAP Job Description:

1. *Set up a communications link to all parents in your class.* Ideally this would be an email address list for all parents. If some parents do not use email, then phone calls to these people would be needed.
2. *Work with the teacher, the Class Captain, and the Parent Council Vice President of Communications to ensure communication flows.*
3. *Use the communications link with parents to announce class parties and other events that parents may want to attend.*
4. *Use the communications link with parents to secure volunteers for class time at the Book Fairs, to sit with the class during Teacher Lunch Breaks and Teacher Appreciation Week, and at other times when needed.*
5. *Forward photos from class events and activities to the Yearbook Editor for consideration.* Photographs can be submitted electronically ([parentcouncil@saintlukes.net](mailto:parentcouncil@saintlukes.net)) or physically (to the box in the Parent Council office).