



Rolling Hills Home & School Association Homeroom Representatives Description

General Description:

The primary role of the Rolling Hills H&S Representative is to serve as a communication linkage between the Rolling Hills Home and School Association and the families in each class. The secondary role of the H&S Rep is to coordinate a few class parties and facilitate end of the year teacher gifts.

To accomplish this goal, Rolling Hills H&S Reps **responsibilities** may include, but are not limited to:

- Coordinating two classroom parties and helping to organize donations for the Young Author/All About Me Breakfasts
- Serving as a communication conduit between the RHHSA and the families in the class by sending occasional emails to class parents per RHHSA committee chair guidance
- Facilitating assistance with special RHHSA events and projects as needed, including, but not limited to, recruitment of volunteers and/or donations from the class/grade
- Serving as a communication conduit between the RHHSA and the families in the class by sending occasional emails to class parents per RHHSA committee chair guidance
- Facilitating assistance with special RHHSA events and projects as needed, including, but not limited to, recruitment of volunteers and/or donations from the class/grade
- Plan and collect for end of the year teacher gifts
- Sharing successes of class on RHHSA and school activities (i.e. Box Top Winner, etc.)
- Serving as a resource for other parents in the class
- Collecting and sharing needs/thoughts/questions/concerns/ideas of class parents with RHHSA leadership
- Welcoming new families who move into the class and connecting them with RHHSA membership and other relevant RHHSA information

Requirements for H&S Reps include:

- *****All H&S Reps must have the required Council Rock/Pennsylvania clearances*****
- Joining the Rolling Hills Home and School Association (if not already a member)
- Attending a one-hour orientation meeting with H&S Representative
- Attending a 2 RHHSA meetings per year
- Sending out occasional communication regarding H&S activities to class parents via e-mail

Limitations:

If you have more than one child at Rolling Hills, you may only serve as a H&S representative for one child. You can submit your name for all your children's classes. However, if your name is selected more than once it will be disqualified after the first selection. [Caveat: exceptions will be made on a yearly basis if for some reason there is a shortage of applicants.]

Specific Activity Guidelines:

Classroom Communication: Classroom email lists will be shared with the H&S reps and they will be asked to occasionally send out emails to update classes on important RHSA and/or school events.

Organize 2 Classroom Parties: The H&S Reps will plan a Halloween and Valentine's Day party for the classroom. Reps will be expected to coordinate a healthy snack and drink as well as a craft or brief game. Reps are strongly encourage to use sign-ups for families to donate food items and/or party supplies. They are also encouraged to coordinate with the other Reps within their grade to ensure parity across all the classes in the grade. Each representative will be reimbursed up to \$15 by RHSA for each party. All other supplies and food items should be donated.

End of the Year Breakfasts: The H&S reps will partner with the teacher to secure food, drink, and party good donations for the Young Author/All About Me breakfast celebrations.

Teacher Gifts: Council Rock School District forbids classroom collections for teacher gifts during the winter holiday season. However, it is permitted to coordinate end of the year teacher gifts from the class. H&S Reps may reach out to class parents to determine if this would be their preference. All participation would be voluntary. The suggested donation per student in class is between \$5-\$10. H&S Reps will coordinate the collection and purchasing the class teacher gift. Gift cards are recommended. Note teacher appreciation week is not responsibility of HR Reps.

School-wide & Grade-wide Events: H&S Reps may be asked to solicit and/or coordinate parent volunteers from the homeroom for school-wide events or solicit donations for school events. H&S Reps, especially those in 6th grade, will also help with the coordination of special grade-wide events.

Interested in becoming a H&S Homeroom Representative?

Submit your name by September 13, 2017 at www.rhhsa.org

****** You must have your PA clearances in order to volunteer *******

There will be 1-2 H&S Representatives selected per classroom (depending upon the number of volunteers. The H&S Representatives will be randomly selected from those that volunteer. Those who are selected as H&S Representatives will notified by **September 15** and will be asked to attend an orientation on **September 27 at 6:00 p.m.** at RHE library.