



Rolling Hills Elementary
Home and School Homeroom Representatives
Cheat Sheet

Major Activities:

- Plan and host two parties (Halloween and Valentine's Day)
 - 1-2 food snacks (request donations where appropriate and follow-snack guidance)
 - Organize one age appropriate game or craft
- Coordinate class sign-ups (donations for parties, young author breakfast, etc) via Sign-Up Genius
- Organize end of the school year teacher gift (no holiday gifts and no teacher appreciation week gifts)
- As needed help teacher or RHSA with communicating information to parents
- Attend 1-2 RHSA meetings to provide feedback and input on ongoing activities (let us know if you are hearing anything from your class, etc)

Administrative To Do's:

- If you do not yet have your clearances, please begin the process ASAP. Thank you.
- If you are not a member of RHSA yet, please join ASAP as membership is requested for all Reps who serve in this role.
- Be sure to coordinate timing of parties and/or donation request (i.e. young author breakfast) with the teacher.

Administrative Considerations:

- You are strongly encouraged to visit the www.rhhsa.org/leadership page to access the various resources there including the: food allergy list, HR rep job description, etc.
- We will provide you a roster for your class and you will be granted access to send group emails to your class via our My School Anywhere online directory. Instructions will be online at our leadership site.
- Each class gets up to \$15 per party to support craft or game supplies. Reimbursements must be submitted via our online form: <http://www.rhhsa.org/budget>. We request that requests are 1) within in one week of the actual event; 2) all at once (submit all related receipts within same request) and 3) by one person. Food and/or drink items can be requested via donations from the class.
- We strongly encourage classes within grades to coordinate and work together as appropriate to ensure parity across grades (i.e. one 2nd grade class does not have a 50-minute party with favors, games and crazy snacks while the other 2nd grade class has pretzels and a themed coloring page)
- If you have more than 1 HR Representative or people who have volunteered to help out, please work out amongst yourself who is doing what. Please note only 1-2 people are allowed to be in the classroom to "host" class parties & they must have their clearances. Please inform the teacher who will be on site.
- Please communicate any questions or concerns to Jen or Jeanne throughout the year. RHSA will provide occasional updates/reminders to all Reps.