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Mary of Nazareth

ROOM PARENT

2025-2026 Responsibilities

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ROOM PARENT COORDINATOR

Thank you for giving of your time and energy to help make Mary of Nazareth the best it can be. Please feel free to contact me with questions, comments, or concerns regarding your role as Room Parent. The best way to reach me is via text or email, as stated below:

Pooja Gardemal Cell: 301-335-1208

Email: pooja.gardemal@gmail.com

Please forward all Requests for Reimbursement from the Class Budget to Kirk Kincer - HSA Treasurer, and Pooja Gardemal - Room Parent Coordinator: MONtreasurer2025@gmail.com [pooja.gardemal@gmail.com](file:///C:\Users\clutel01\Downloads\pooja.gardemal@gmail.com)

If you need an expedited reimbursement, please contact me.

Signup Genius Information:

MoN uses Signup Genius to coordinate volunteers and donations for events. Here is the information for the school account that you can utilize when planning events.

URL: [SignUpGenius.com: Free Online Sign Up Forms](https://www.signupgenius.com/)

Email: monvolunteering@gmail.com

Password: Mustangs2018!

TEACHER LIAISON

The most important responsibility for a Room Parent (RP) is to assist the teacher with extra-curricular activities within the classroom. The RP is the liaison between the teacher & classroom parents and assists in the assurance that all classroom activities have the necessary volunteers and materials.

* **Meet with teacher by October 15th** if possible and establish teacher expectations for class parties\* & extra activities. You will also need to continuously meet with teacher as necessary to keep abreast of the classroom needs.

\* Class parties may include: Halloween, Thanksgiving, Christmas, Valentines (only for grades K-5), St. Patrick’s (only for grades K-5), 100th day of school, Year-end, etc.

\*\* Extra Activities may include: Scholastic Book orders, Field Trip collections, Spirit Day, Middle School Fundraising, etc.

* Class Email lists will be forwarded to you.
* Send an email/letter to classroom parents introducing yourself (and other room parents) and provide all necessary contact information. Establish how all future communications will be handled.
* Be timely and responsive to all requests.
* Send out periodic updates to parents letting them know of upcoming activities and/or parties.
* If there is more than one Room Parent per class, assign a Head Room Parent (RP) to the team. This Head RP should be the main contact person for the teacher and budget coordinator. (See more on Head RP and budget under CLASS BUDGET)
* Develop a “GO TO” team. As a Room Parent, you can’t be everywhere at all times. We encourage you to find a core group of helpers to assist you when you are unable to go to the store for supplies or be in the classroom.
* When sending communications to your class, please use the BCC feature. Send the email to yourself and/or the room parents for your class and put the parent emails in the BCC line.

CLASS BUDGET

The Room Parent is responsible for outlining extracurricular class expenses for the school year with the guidance of the teacher at the beginning of the school year. If there is more than one Room Parent, the assigned Head Room Parent should handle all budget matters. The Teacher has his/her own budget for curriculum related expenses.

The source of funds for the class comes entirely from the Class Activity Fee (CAF) that is collected at the beginning of the school year. These funds collected determine the Class Budget. Any leftover funds from the class budget will be rolled into the 8th grade trip funds.

Class Activity Fee

Each Room Parent is responsible for gathering the $20 Class Activity Fee (CAF) from each student. This one-time fee paid at the start of the year cover classroom expenses rather than soliciting and gathering contributions for each and every class event.

The Class Activity Fee should cover all craft, snacks/drinks, service projects and special event supplies for the school year, as well as the class Benefit Auction donation. The type and number of parties and activities will vary per class. The Benefit Auction donation and Spirit Day expenses should be consistent among all grades.

The Class Activity Fee does **not** include Teacher’s gifts or Baked/Home-cooked Goods. HSA Hospitality events that are Class Sponsored will require baked/home-cooked goods and volunteer time.

Collecting the Class Activity Fee (CAF)

* Email/Letter

An email should be sent to the class parents outlining the purpose of the CAF and a rough outline of how funds will be spent for your class after meeting with the teacher but no later than **Oct 15th**.

* Instructions

**-** All payments can be paid online https://www.maryofnazareth.org/hsa/dues/.

-A sample letter has been included for your use.

* Deadline

The deadline for collection of all Class Activity Fees is

**Friday, Oct. 31st.**

* Reminder Email

Send out a reminder email around 2 days before deadline.

* Report of Participation

A list of available funds can be provided upon request. We will send out a confidential spreadsheet after the October 30th deadline. Note: Room parents are not to email each family individually that haven’t paid for the Class Activity Fees (CAF).

Creating a Class Budget

**Total Class Budget = total Class Activity Fees collected from families.**

Please use the attached Class Budget Worksheet as a guideline in your budget preparations.

Budget Tips:

* Party – include cost of purchase for all treats, drinks, paper goods, craft supplies, etc. (approx. $50/party)
* Teacher Lunches - each class will be reimbursed up to $300 to purchase supplies for the lunch directly from HSA. All additional funds come out of the Class Budget. Try as much as possible to rely on parent donations.
* Benefit Auction Donation: 30% of Class Budget.
* NOTE: Only items for teacher lunches & volunteer time should be solicited from parents. All other items should be purchased from Class Budget. You should NOT solicit parents for money towards any classroom activities without first consulting with the Room Parent Coordinator.

Budget Use and Reimbursement

* One Room Parent manages budget.

If have multiple Room Parents, all expenses must be approved by Head Room Parent.

**TIP:** if Head RP doesn’t like to shop or doesn’t have time, assign one person with shopping list & budget. Shopper should then report back exact amount spent to Head RP to keep a balanced budget.

* Distribution of Funds Request form

-All budget purchases should be reimbursed using this form.

-Obtain form from MoN website under HSA, Treasurer’s Corner

-Please include all receipts.

-**Reimbursement to individuals may not exceed $250.00 – No exceptions.** Individual expenses over $250 will be paid by check directly to the vendor.

* Reimbursement Deadline

Receipts must be turned in within two weeks after the event.

* Filling out the Reimbursement Form

-Clearly state: Which room funds are being withdrawn from, Reason for request, Amount of request, Person funds to be sent to.

-If splitting the cost with another room, note which classes splitting and how much comes from each budget.

-Attach all necessary receipts.

* **Send reimbursement receipts via email to both the Room Parent Coordinator and the Treasurer.** Forms will be checked for accuracy and the Treasurer will process payment. Checks will be sent to you via the method indicated on the form.
* **Don’t Eat Expenses.** Please submit your receipts. HSA raises funds for a reason. We expect to reimburse reasonable, budgeted expenses. Budgets are set on the prior years’ expenses. If unreported, the actual amounted needed will be underestimated.
* Turn in donations. In the event a parent donates items for parties (such as donates the craft for the children for Halloween), please still submit the receipts, saying no reimbursement is required. This way we can best track spending needs.
* **SPEND YOUR CLASS BUDGET! Although you need to be mindful of how money is spent, we do not want families eating the cost of parties or with too much money left over at the end of the year.**

CLASS ACTIVITIES/PARTIES

It is the Room Parent’s responsibility to coordinate all special activities and parties with the teacher within class budget.

* Purchase all necessary food and supplies for event & get reimbursed from Class Budget following Reimbursement Guidelines. If more than one Room Parent, Head RP should approve all purchases prior and amount spent should be recorded back to budget. Also, teachers should send receipts to the RP for submission of reimbursement so the RP can balance the Class Budget.
* **NOTE: Please be mindful of how you are spending the Class Budget. Try not to be frivolous. Please NO goody bags or Gift Cards.**
* Be mindful of class allergies! Ask you teacher at the start of the year if there are children in the class with food allergies. When providing food for parties, you should check with Nurse Phillips to ensure the food item is ok to provide.
* Coordinate volunteer time needed & send out reminder emails/notes to all volunteers prior to the event. I highly recommend using sign up genius to do so.
* Benefit Auction Donation

The Room Parent is responsible for coordinating the purchase of a donation to the school’s Annual Benefit Auction from the class. The Development Office will send out a request for the items prior to the event. Your class budget should cover the cost of this item (approximately 30%). If items are donated, you must still spend the 30% of your classroom budget towards the gift. So, for example, if you get an iPod donation, then you must buy 30% worth of your budget for accompanying gifts.

* Spirit Day & other special events

Each year special events take place at the school, such as Spirit Day. Please set aside a portion of your Class Budget for Spirit Day and other possible events. The teacher will update you on what events your class will participate in.

* Other

Your teacher may ask to you assist with other activities/events such as Field Trips, Fundraising Coordination (middle school), Scholastic Books, etc. Please assist your teacher as much as possible, by either assisting yourself or finding a volunteer parent.

**NOTE: Only requests for FOOD ITEMS & VOLUNTEER TIME should be requested from parents.** All other expenses should be able to come out of the Class Budget. If for some reason donations will be needed for an “extra” event or your Budget will not satisfy expenses, please contact the room parent coordinator.

CLASS SPONSORED EVENTS

Each class is assigned one or two “Special Events” to coordinate and/or assist the Hospitality Committee with during the school year.

November Parent/Teacher Conference Luncheon

Sponsoring includes coordinating volunteers for set-up and clean-up, providing food and drinks (baked dessert items) and paper supplies. Each grade will be reimbursed up to $400 out of the H.S.A budget to cater these events.

* Food

You may cater this event from suggested places: Panera, Jersey Mikes, etc. Desserts can be home-baked and donated or store bought. There are approximately 63 people on staff and you need to supply serving utensils as well (plates, napkins, cups, etc.) If you need suggestions or ideas, please feel free to contact the RP coordinators or anyone on the Hospitality committee. Of the 63, 2 are vegetarians, 2 have dairy allergies, and 2 are gluten-free.

* Location

The food should be in the teacher's lounge.

* Time

All food must be set-up in the teacher’s lounges by 10:45 am.

* Volunteers

Coordinate one or two volunteers for set-up

**Other Class Sponsored Events**

The following grades will host additional events:

* 1st Grade - Kindergarten Graduation
* 3rd Grade - First Communion
* 6th Grade - May Crowning Luncheon
* 7th Grade - 8th Grade Graduation Reception

Dates all already set and listed in the school calendar. Please reach out to HSA Treasurer to get the budget for each particular event listed above.

OTHER

Your teacher may come to you for assistance in a variety of areas. Please have an open discussion with your teacher about your interest and ability to assist the classroom in areas other than parties/events.

Class Communication

* Although not necessary, an email update after a class party or event that includes a brief description of what happened in the class is greatly appreciated by parents who can make it to the school for the event. A picture or two is also a nice touch.

Teacher Gift

* If you would like…. you may coordinate gathering funds for a year end teacher gift. All gifts should be on a strictly VOLUNTARY basis.
* HSA provides a very nice Christmas gift for all teachers on behalf of all families. This comes from a portion of everyone’s HSA family dues.
* RPs in grades 4-8th need to be mindful of multiple teachers in these grades. Middle school children may spend minimal time in their Home Room.
* Any donations received directly to a room parent or other coordinator must have an email reply to the family thanking them for their gift and specifying the amount they have given. You must also cc: your co-room parents and/or one of the room parent coordinators to provide documentation.

Volunteer Time

* You may be asked to coordinate parent volunteers from your class for various school-wide or individual class events as needed. Please use the sign-up genius web site to do this.

Fundraising Coordinator

* Room parents in 7th and 8th grade will work with the fundraising coordinator in their efforts to raise funds for events for both grades.

Class Sponsored Event Schedule

|  |  |  |
| --- | --- | --- |
| Kindergarten | Kindergarten Teacher Lunch | October 16, 2025 |
| 1st Grade | 1st Grade Teacher Lunch | April 16, 2026 |
| K Graduation | June 4, 2026 |
| 2nd Grade | 2nd Grade Teacher Lunch | March 12, 2026 |
| 3rd Grade | 3rd Grade Teacher Lunch | December 11, 2025 |
| Communion Celebration | May 14, 2026 |
| 4th Grade | 4th Grade Teacher Lunch | November 6, 2025 |
| 5th Grade | 5th Grade Teacher Lunch | June 5, 2026 |
| 6th Grade | 6th Grade Teacher Lunch | April 30, 2026 |
| May Crowning | May 1, 2026 |
| 7th Grade | 7th Grade Teacher Lunch | January 15, 2026 |
| 8th Grade Graduation | May 28, 2026 |
| 8th Grade | 8th Grade Teacher Lunch | February 12, 2026 |

\*Teacher’s lunches will be coordinated by Room Parents and reimbursed up to $300 from HSA funds. Cost above $300 will come from the class budget.

\*\*November Parent/Teacher Conference Luncheon will be reimbursed $400 from HSA funds.

\*\*\* Grades assigned to Hospitality events will be responsible for baked goods and volunteers on the day of the event.

Room Parent

TOP 4 Things to Do Now

1. Contact your teacher and set up a time to meet to discuss plans for the school year and decide how funds will be spent within the Class Budget.

(Try to meet by Oct 15 )

1. Email your class to introduce yourself and provide contact information. (Email contact lists will be emailed to you separately.)
2. Check the enclosed chart of Class Sponsored Events to see which your class is responsible for and plan accordingly.
3. Send out request for the Class Activity Fee.

(All CAFs are due by October 31)

ROOM \_\_\_\_\_\_\_\_\_\_\_\_

CLASS BUDGET

2025-2026

Class Activity Fee (CAF) = $20 X \_\_\_\_\_\_\_\_\_\_\_\_\_ =

# of students paid Total Class Budget

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET** | **SPENT** | **REMAINDER** |
| Benefit Auction Donation  (approx. 30% of Total Class Budget) |  |  |  |
| Class Parties |  |  |  |
| Halloween |  |  |  |
| Christmas |  |  |  |
| Valentine’s Day |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Special Events |  |  |  |
| Spirit Day |  |  |  |
| Service Project 1 |  |  |  |
| Service Project 2 |  |  |  |
|  |  |  |  |
| Class Sponsored Event |  |  |  |
| \*\*Teacher’s Breakfast |  |  |  |
|  |  |  |  |
| Other |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |

\*TOTAL should equal Total Class Budget from the top

\*\*$300 will be reimbursed by HSA, additional funds will come from Class Budget

SAMPLE

RE: 4-1 Room Parent Introduction

Hello everyone,

My name is Shannon Merkle (Zachary’s Mom).  Lisa Payne-Abreu (Juanci's Mom) and I have volunteered to be the room parents for Mrs. Magidson's class this year.  We will be meeting with Mrs. Magidson soon to discuss upcoming events in 4-1.

We will once again be collecting a Class Activity Fee instead of soliciting for each and every party and/or event.  We hope that this will make for smoother planning for our classroom.  Of course, there will be many opportunities to volunteer in the classroom and we would like to see all families get the chance to help out.

More information and a request for the Class Activity Fee will be sent out soon. Please feel free to contact either of us if you have any questions. We are looking forward to a terrific year in 4-1.

Thank you!

Shannon Lisa

[smerkle@gmail.com](mailto:smerkle@gmail.com) [lpayne-abreu@verizon.net](about:blank)

SAMPLE

RE: Class Number Room Parent Introduction / CAF  
  
Hello Families,  
  
My name is Shannon Merkle (Zachary's Mom). Lisa Payne-Abreu (Juanci's Mom)  
and I have volunteered to be the room parents for Mrs. Magidson’s class this  
year. We will be meeting with Mrs. Magidson soon to discuss upcoming events  
in 4-1.  
  
Each Class will once again be collecting a Class Activity Fee instead of soliciting  
for each and every party and/or event. We hope that this will make for smoother  
planning for our classroom. Of course, there will be many opportunities to  
volunteer in the classroom and we would like to see all families get the chance to  
help out.  
  
This year the activity fee will be $20.00 and will cover all craft, snacks/drinks  
and event supplies for the school year. This includes our Halloween, Christmas,  
and St. Valentine's Day parties, Spirit Day, Class Sponsored Event and class  
Auction donation. We will continue to ask for homemade baked goods for the  
Class Sponsored Events, since they add a special, personalized touch to the  
occasion.  
  
The CAF is different from the $25/family HSA dues. This year you may have  
already paid your CAF for each child at the Open House or Back to School night,  
if so, thank you.  If you are unsure if you have paid your CAF yet, we can let you know.  
  
If you have not yet paid your CAF, please only send checks. Kindly make your  
checks out to Mary of Nazareth HSA and note our class, 4-1, your child’s name and CAF on your check. (NOTE: if you have more than one child in the school, please send an individual check for each student). Kindly forward your class activity fee to the  
FRONT OFFICE with CAF on envelope by October 25th.  
  
We hope that this program will make for greater convenience for our classroom.  
If you have any questions, please email me at your email address and/or phone  
  
Please feel free to contact either of us if you have any questions. We are looking  
forward to a terrific year.  
  
Thank you for your support and participation!  
  
Shannon & Lisa  
[smerkle@gmail.com](mailto:smerkle@gmail.com) / [lpayne-abreu@verizon.net](about:blank)

SAMPLE

RE: 4-1 REMINDER - Class Activity Fee

Dear 4-1 Families,

Just a reminder, the Class Activity Fee of $20 is due October 25th . Thank you to all the families who have already forwarded payments.

Please make checks out to Mary of Nazareth HSA and note our class, 4-1, your child’s name and Class Activity Fee (CAF) on your check. Kindly forward your payment to: the FRONT OFFICE c/o CAF by Friday, October 25th.

As always, feel free to contact me with any questions or concerns. Thank you for your support.

Shannon & Lisa

SERVICE PROJECT IDEAS

Following is a list of Service Project ideas to get your creative juices flowing on ways to give back to the community. The possibilities are endless. We encourage you to find creative ideas from your class, parish and community. You may also contact the Social Concerns Chair for ideas. All projects should be approved with your class teacher and from charity site before action is taken.

* Food Pantry – bring in a canned good for a Food Pantry.
* Nursing Home – make holiday or birthday cards, good wishes garland, make advent calendars with good wishes, make/decorate placemats, make ornaments for a Christmas tree
* Fire Department – make holiday cards, good wishes garland, fruit basket (everyone brings in an apple or piece of fresh fruit), make ornaments for a Christmas tree
* Homeless Shelter – create a fruit basket, good wishes garland, book collection, make fleece tie blankets
* Animal Shelter – make homemade dog biscuits
* Church – ask for ideas from parish office, make ornaments for a Christmas tree, sponsor a family in need,
* Children’s Hospital – create fun kits, good wishes garland, make cards
* Women’s Shelter – make ornaments for a Christmas tree, book collection, vanity kits, make cards, make fruit basket
* School – pick up trash, weed the KFC, plant flowers, create Halloween safety kits for younger kids, make thank you cards for teacher appreciation, create recycling posters to raise awareness in school

**\*\* Please check with the Social Concerns Committee for ideas/approval. Mrs. Kowansky is the school liaison. \*\***