Guidelines for classroom party volunteers:

Contact telephone number and email address are mandatory fields when you sign up to help with the classroom parties (you will provide this information on the Sign-Up Genius Website) Below is a list of each of the positions available for the classroom parties and the responsibilities for each of the positions.

Coordinator: (Help with set up and clean up)
- Contacts volunteers that have signed up to help with the party
- Communicates expectations for each role to the volunteers

Games: (Help with set up and clean up)
- Have a backup game if time allows
- Keep it simple and fun, think about space required

              OR

Craft: (Help with set up and clean up)
- Keep it simple and age appropriate
- Make sure it can be carried home easily on the bus
- Test it out ahead of time, have your child help.
- Have a model of the finished product.

Goody Bag Coordinator: (Help with set up and clean up)
- Provide bags, **ONE** item for the goody bag and assemble the bags
- Contact volunteers who are not attending, coordinate goody bag items and arrange to get the items ahead of the party so the bags can be assembled **PRIOR** to the party

Drinks: (Help with set up and clean up)
- 100% juice box or bottled water (nothing pourable)

Snack Item: (Help with set up and clean up)
- **ONE** salty or sweet individually wrapped item or **SMALL** cupcakes

SEND IN ONLY/NOT ATTENDING OPENINGS

Paper Plates/Napkins (send in only – not attending the party)
- Send in items **PRIOR** to the party

Snack Item (send in only – not attending the party)
- **ONE** fruit/vegetable/healthy item (yogurt, 100 calorie snacks, cereal snack mix, dried fruit, trail mix, granola bars, animal crackers, string cheese, fruit snacks, etc.)

Goody Bag Item (send in only – not attending the party) (there are 2 openings for this)
- Provide **ONE** item for the goody bag and send to school **PRIOR** to the party