



Room Reps Needed for 2018-2019 School Year!

If you are interested in being a Room Representative for the 2018 – 2019 school year, please complete this form and return it to your child's teacher. The primary responsibilities of the Room Reps are:

- Collect student and parent information. Create an e-mail list to communicate with parents on various events
- Coordinate the Halloween and Valentine's Day parties
- Seek volunteers for field trip chaperones
- Assist with additional volunteers, if needed, by your child's teacher
- Help with Teacher Appreciation Week
- Forward e-mails to the class e-mail list

This is a great opportunity to get to know your child's teacher and the children in his/her classroom. It is also a great way to support your child and the school.

Room Representatives will be selected over the summer break and will be contacted to confirm participation. Unfortunately, **there is only 1 Main Room Rep per class, so not everyone is selected.**

Please return this form to your child's teacher by **Friday, May 25, 2018**. Contact Jennifer Heffernan at jenp60610@yahoo.com with any questions.



Send to:
Thomas Jefferson Elementary School
Attn: PTA ROOM REPS
3805 Winston Drive
Hoffman Estates, IL 60192

Student's Name(s): _____

Grade Level(s) 2018-2019: _____

Parent's Name: _____

Phone #: _____

Email address: _____