



# Volunteer Form

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***What does a Room Rep Do?***

The Room Rep works closely with the teacher & the PTA to communicate activities to the class parents.

***How does a Room Rep help the teacher?***

- Organize and help with class parties
- Coordinates snacks for special occasions
- Assist during Fitness Fun Day or delegate another person
- Take pictures of class for yearbook
- Chaperone field trips
- Help teacher/classroom as needed or seek help from parents

***How does the Room Rep help the PTA?***

- Attend the three (3) Room Rep meetings during the school year to obtain details of the role (September, November, January)
- Wrap the class basket for Jackson Jam (March)
- Facilitate communication of Teacher Appreciation to class parents
- Forward information from the PTA to class parents

***I still don't know what to do...***

No worries. The PTA provides you with the information you need, including reminders, and you will have a point of contact for questions. Also, classes can have multiple Room Reps to share the responsibilities.

If you have additional questions, contact the Room Rep Lead:  
Cindy Sun at [jacksonroomrep@gmail.com](mailto:jacksonroomrep@gmail.com)

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## Jackson Elementary Room Rep Information

Please print clearly.

Teacher Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Room Rep Name: \_\_\_\_\_

Room Rep Email: \_\_\_\_\_

Room Rep Phone Number: \_\_\_\_\_

Return Form to teachers. Teachers please place info in the PTA Mailbox. Thank You!  
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