

**Union Township PTA
Class Parent Volunteer
a.k.a. "Class Mom or Dad" Form**

The Union Twp PTA needs you. If you would like to be a liaison between the teachers, parents and the PTA then this is a position for you.

Responsibilities include:

- Act as liaison between the teacher, parents, PTA and other school committees;
- Meet with the homeroom teacher by Oct. 2nd to determine the needs for the classroom for the school year;
- Create and maintain an updated parent contact list for the class (phone and email);
- Assist teacher in contacting and notifying parents on an as-needed basis; (examples include: relaying important information, coordinating volunteers for class events, requesting supplies for the classroom etc.)
- You are also encouraged to attend the PTA meetings so that vital PTA information about upcoming events can be shared with the parents in your class;
- You will be required to participate in the PTA membership drive in the beginning of the school year to encourage 100% PTA membership from your class.

To be eligible:

- You must be a current member of the PTA.
 - You can only be a class parent for the same child once every three years.**
 - You cannot be the class parent for more than one child in a given year.**
- (** unless there are no other volunteers)

Class parents will be announced at the first PTA meeting. All those offering to volunteer are encouraged to attend the meeting on **Thursday Sept. 17th at 9:30 am** in the UTMS cafeteria. The Class Parents names will be announced and the information packets will be distributed.

Please complete the below form for each child's class that you are eligible and wish to volunteer for. **Please return the completed forms by Friday Sept. 11th.** Send in completed forms in an envelope marked **PTA - Tracy Todaro.**

If you have any questions please contact Tracy Todaro, Class Parent Committee Chair at 908-735-9157 or email jttodaro@comcast.net.

Name: _____
Child's Name: _____
Child's Teacher: _____
Grade / Section: _____
Telephone #(day): _____ (evening) _____
Email Address: _____

_____ Yes, I have volunteered in the past 2 years but would be willing to take the

position if there are no other volunteers.