

## CHECKLIST FOR PREPARING FOR BACK TO SCHOOL NIGHT

- Hold team meeting with Room Parent Team
- Hold planning meeting with the teacher
- Establish a clear plan for dividing up responsibilities among room parents
- Customize and print the following **parent volunteer sign-up sheets** and include **dates** and **times** for each:
  - Class Parties
  - In Class Volunteers (e.g., math, reading)
  - Field Trips
  - Field Day
  - Book Orders
  - Class Supplies
  - Noteworthy Art
  - Other volunteer activities requested by teacher such as:
    - 1<sup>st</sup> grade only: Lunar New Year Celebration
    - Kindergarten only: Native American Day
- Print and have ready master **Family Contact Information Sheet** for parents to fill out
- Customize the "Volunteer Sign Up Log" form for classroom volunteers with dates and times of events so parents can record what volunteer activities they have signed up for

Thank you for all your great preparation -- good luck at back to school night!!