

Riley Elementary PTSO

Class Parent/Helper Information

Class Parent Requirements

A class parent must:

- Be a PTSO Member in good standing, have membership dues paid, and not owe the PTSO any outstanding balance.
- Submit application of interest by September 18th
- Attend all monthly PTSO meetings below, to provide important event information to teachers and parents of their class.
 - Tuesday, September 8, 2026
 - Tuesday, October 13, 2026
 - Tuesday, November 10, 2026
 - Tuesday, December 8, 2026
 - Tuesday, January 12, 2027
 - Tuesday, February 9, 2027
 - Tuesday, March 9, 2027
 - Tuesday, April 13, 2027
 - Tuesday, May 11, 2027
 - Tuesday, June 8, 2027

Class Helper Requirement

A class helper must:

- Be a PTSO Member in good standing, have membership dues paid and not owe the PTSO any outstanding balance.
- Submit application of interest by September 18th

Selection

Should there be more than two applicants for the Class Parent position in one class, the PTSO Executive Board will choose two parents at random by lottery draw. Any class parent applicants not selected as a class parent will be moved to the class helper list.

Announcement

Class Parents and helpers will be announced via email, using the email address provided in their PTSO Membership on or before October 1st.

Questions

Should you have any questions, please contact us via email at RILEYPTSO@GMAIL.COM

Riley Elementary PTSO Class Parent/Helper Guide

Class Photos

A class photo of your ENTIRE class must be taken at ALL class parties and group photos at school events (if possible) and sent to rileypptsoyearbook@gmail.com with your grade, teacher's name & name of event to be included in the yearbook.

ALL CLASS PHOTOS MUST BE SUBMITTED BY 3/1.

Communication

Coordinate with your teacher for class parties and events.

Planned Class Parties:



Halloween Party



Winter Party



End of Year Party

Other Duties:



Winter Classroom Door Decorating

Communicate with Class Helpers and parents on upcoming events in your class and school! A form can be given to provide parents with your information, and receive parent contact information to stay connected as a group! Should a student be transferred to your class mid-year, please connect with this parent and provide your contact information.

Donations

Items needed for class parties:

- Snacks (MUST BE FROM SCHOOL APPROVED SNACK LIST - NO EXCEPTIONS)
- Tableware (table cloths, utensils, napkins, cups)
- Games/Crafts/Activities
- Decorations

Coordinate with all of the parents from the class on the items you will need, ask that they either donate money to purchase the items or bring in the items to be donated.

Volunteering for Parties

There is a maximum of 3 class party volunteers (Class Parents/Helpers) total per party. A list of the 3 class party volunteers should be provided to your teacher at least 3 days before the event.

PLEASE keep communication open with your class helpers, be fair, and give EVERY class helper a turn to participate in events.

For example:

"We need a class helper for the Halloween party! If you haven't had a chance to volunteer yet, and would like to, please let us know by ..."

Forms

The following forms will be provided to help guide you with your Class Parent duties! Please feel free to use them!

- Class Parent Introduction Letter - Use this form to connect with parents.
- Teacher/ Staff Questionnaire Responses - THE PTSO will provide you with the responses for your teacher/paraprofessional in your class to help with gift ideas for Birthday, Holiday, Teacher Appreciation and End of Year gifts!

Questions

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