

# **Tamaqua Elementary Parent Teacher Organization (TEPTO)**

## **Room Parent**

1. **Special Occassions:** During certain times of the year teachers may request a craft or donation especially at times like Halloween, Christmas, Valentine's Day, Easter or Olympic Day. We do encourage the appointed room parent to send a letter home with the students in the class to try to get as much help with donations of items needed. However, if you do not get any help please understand that it is your responsibility.
2. **Meetings:** The room parent is responsible for coming to meetings on a regular basis in order to keep up to date with everything that is going on.
3. **Fundraisers:** Room parent is responsible for being at the school the day that a fundraiser is delivered in order to sort for your classroom. If unable to attend, you will need to find a replacement to represent your class.
4. **Field Trip:** The room parent may also assist the teacher in finding chaperones for the field trip. Keep in mind that any chaperone must be a paid PTO member and should also be an active member of PTO.

**\*\*ACTIVE MEMBER-** Any paid TEPTO member (by membership deadline), who helps throughout the year and attends meetings on a regular basis.

**\*\*\*PLEASE REMEMBER YOU MUST HAVE ALL OF YOUR CLEARANCES ON FILE WITH THE SCHOOL DISTRICT TO BE A MEMBER OF TEPTO.**