

# West Bay PTO CLASSROOM PARTY GUIDELINES AND REFERENCE SHEET



## STRUCTURE:

**Overall Class Party Chair/Co-Chair:** Communicate with all individual classroom party chairs about party details (date and time), coordinate snack and communicate classroom party guidelines.

**Individual Classroom Party Chair:** Each individual classroom shall have 1 classroom party chair. (3 – 4 per grade level) IF YOU ARE UNABLE TO PLAN AND ATTEND THE PARTY, PLEASE FIND A REPLACEMENT and communicate the replacement name to the Overall Class Party Chair as soon as possible. A complete list of Individual Classroom Party Chairs can be found on the West Bay PTO website, [www.westbaypto.com](http://www.westbaypto.com), under Committees & Volunteers tab, Committees & Volunteer List 2018-2019.

**Grade Level Chair:** The 3 – 4 individual classroom chairs shall designate 1 overall grade level chair. This person will be responsible for communication with all grade level teachers.

## DATES/SCHEDULE:

**Halloween Party** is scheduled for Wednesday, October 31<sup>st</sup> at 2:15.

2:00 – Parent helpers arrive

2:05 – 2:15 – Parent help students get into costumes

2:15 – 2:45 – Game/Craft/Snack (approx. 10 minutes each)

2:45 – 3:00 – Costume Parade around the school

**Valentines Party** is schedule for Friday, February 8<sup>th</sup> at 2:15.

2:10 – Parent helpers arrive

2:15 – 3:00 – Hand out Valentine's/Game/Craft/Snack (approx. 9 minutes each if doing all 4 or 15 minutes each if doing just 3)

## PLANNING:

Planning for the parties shall begin approximately 1 month prior. Individual Classroom Party Chairs for each grade level shall meet and agree on the craft and/or game (same for all classrooms in the same grade level). Both the craft and game must be emailed to all teachers in each grade level and be approved at least 2 weeks prior to the party. (i.e. October 17<sup>th</sup> for Halloween and January 25<sup>th</sup> for Valentines) The Grade Level Chair should email all teachers (copying all class party chairs) craft and game idea for each party. For the Valentine's party please let the teacher know if the party will include time to distribute Valentine's.

**Craft:** The craft should be something that can be completed and take home ready in a 10 minute timeframe. Please make a sample of the craft for the party to verify it "works" like you intend. No paint allowed as it will not dry in time.

**Game:** The game should be age appropriate that will take between 10-15 minutes.

## PTO GAMES:

The PTO has many game supplies on hand. Please check bin prior to purchasing new supplies. The bin also includes game instructions used previously by grade level for reference. After each party, the PTO will store your supplies to be used again. Also turn in the game instructions to be added to our game list/supplies on hand.

## Games used in previous years:

3<sup>rd</sup> Grade – "Creepy Feely Stations" with black caldrons  
Spider Racing

5<sup>th</sup> Grade – The Hand-less Horsemen  
Mummy Wars

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## VOLUNTEERS:

**Parent Helpers:** Determine how many parent volunteers you would like in your classroom and send an email to ALL parents at least 2 weeks prior to the party. (Pull email addresses from Online Directory. Be sure to include your name and email for parents to contact you if they would like to volunteer or make donations.) Include in the email if you need any party supplies or prizes donated AND that the PTO and teachers request that younger siblings do not accompany parents to volunteer. Often times a parent is not able to volunteer at the party but would like to contribute towards the party.

**Photographer:** Request one volunteer to take pictures (at least 5) and upload them (within 1 week of each party) to the ReplayIt app or ReplayIt.com website.

## BUDGET/REIMBURSABLE EXPENSES:

Each classroom has a budget of \$15 for the Halloween Party and \$15 for the Valentine's Party. To be reimbursed for expenses go online to [www.westbaypto.com](http://www.westbaypto.com) under Frequently Used Links and click on PTO Expense Reimbursement Form. Complete the form in full, attach receipts, choose budget category (i.e. which event does expense apply to), etc. You can also designate how you want check delivered such as mailed or left in the PTO inbox.

## PARTY SNACKS/TREAT:

The PTO Board will determine snack for ALL students. Snack must be store bought by the PTO, peanut free and served in the original unopened wrapping. Snack will be at the school the day of the party and will be delivered to each classroom. The budget per party for snack is \$250.

## THANK YOU'S:

Don't forget to thank all of your volunteers for helping. It can be a simple email. The best way to get people to continue to volunteer is to thank them for their time or donations.