

Responsibilities of Class Parents/Asst. Class Parents

- Be a member of Garden City PTA
- Acting as a critical link in the PTA to disseminate information quickly.
- Attending the CP/ACP meeting in September
- Class List –
 - Follow building principal's wishes as to what information may be distributed.
 - Verify information on list
 - Report any incorrect information to the Director
- Running Back to School Night.
- Attending PTA Meetings whenever possible. Encourage all parents to attend PTA meetings.
- Making reminder calls or emails to parents. Parents must be contacted before any trips or parties they have signed up for. (Check with teacher first regarding what items should be dropped off for parties and what time/where they should meet for trips.)
- Working with the classroom teacher to coordinate volunteers and other needs in the classroom when necessary throughout the school year.
- Adding new students to the class list during the school year and welcoming the parents to the district and PTA. Please notify PTA Director with any changes. Send out updated class list.
- Referring all questions and complaints to the proper person.

Note: There may be additional responsibilities depending on the school and the grade.