

# St. John's Preschool Carnival 2010

## Room Parent Responsibilities

1. Communicate class & individual responsibilities to parents via email or letter sent home (or both).
  - a. Sample letter will be sent to room parents after classroom games and raffle baskets have been assigned.
2. Coordinate with teacher to organize class raffle basket
  - a. Assist generating list of basket items, including container to be used for holding all items.
  - b. Decide to divide list among class parents or collect money to purchase all basket items at once. Communicate this to class parents.
  - c. Finished baskets are due in Joan's office by March 1<sup>st</sup> and 2<sup>nd</sup>
3. Enlist one parent from each family to work a 30-minute shift at the class game (or set-up/clean-up)
  - a. Sign up sheets will be posted in March
  - b. Monday, April 12, 2010, send reminder email/note home regarding game responsibilities and assigned shifts.
  - c. Contact board member for assistance if having trouble filling all slots.
4. Ensure each family donates 2 bundles of baked goods for the cakewalk.
  - a. Baked goods (homemade or purchased) should be packaged in disposable containers in bundles of 3 (ex. 3 cookies, 3 muffins, 3 brownies, etc.).
  - b. Please have parents label main ingredients for allergies (no nuts please).
  - c. Let parents know that bundles of smaller treats (cookies, brownies, cupcakes, etc.) are usually more manageable, no full-sized cakes.
  - d. If you want to assign this to 3-4 parents, it's up to you.
  - e. All baked goods must be delivered to St. John's by Friday noon, April 16, 2010 (1-4pm) or by 11:00 am on Saturday morning, April 17, 2010.
5. Encourage everyone to attend and have fun at the carnival!

Thank you so much for all of your help!

Your Carnival Board Chairs,

Sou Vail and Malissa Olson

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