

Volunteer Overview & Interest Form: **Parent Resource Committee (PRC) Grade Representative**

Liaison Objectives

- Act as liaison between the teachers/school and parents, as primary source of information about school needs and activities for grade.
- Act as resource for parents, available to answer questions about all aspects of school (or directing parents to information source).
- Support select school fundraising events by helping coordinate needs and volunteers

Successful Rep Is...

- **Welcoming and approachable.**
- **Organized and timely.**
- **A concise communicator with strong spelling/grammar.**
- **Willing and available to commit to sending regular weekend email.**
- **Enthusiastic about building community within grade families and school.**
- **Coordinate weekly with teachers, PRC Chair. (predominantly by email).**
- **Communicate when relevant with grade's community outreach, art literacy and auction volunteers (predominantly by email).**
- **Willing to rally students and families and encourage participation.**
- **Available for PRC meetings, 4-5x/year, with additional phone/email coordination.**
- **Available to attend selected school events.**

Term and Responsibilities

- One-year.
- Reps are identified through lottery process by PRC chair based on interest forms submitted.
- Reps may serve more than one year but rotating to a new rep takes priority based on interest from other parents/families.
- Fills the annual Fair Share hours obligation.
- Once a rep has served one term, may be elected to serve as the PRC chair for the following year, or any subsequent year.
- All reps are expected to attend 4-5 meetings typically May, September, December and February. Meetings set in coordination with the school. Meetings are approximately one hour long in the morning on a school day, usually right after drop off, and are always open to the whole school community.
- Reps agree to follow email format with one weekly email sent Saturday or Sunday, prepping families for the upcoming week. Template will be supplied by Chair with all school-wide information – you add grade specific information and send to your class lists. This is the primary method to inform families of upcoming events, grade specific projects/outings, etc, so timeliness is critical.

- As needed, provide support to teachers to arrange parental engagement for classroom events, class parties, teacher gifts, field trips, etc.
- Coordinate with grade's community outreach, art literacy, science fair, OBOB, auction and other event volunteers to support grade's participation and projects.
- Serve as a first point of contact for parent questions on school related issues, not child/teacher specific, and gather information as needed for response.
- Reps are encouraged to attend family school functions such as: Back to School Night, New Parent Orientation, Auction, Jog-a-thon, etc. to show their support of the school.
- Assist in planning/setup for Teacher Appreciation week.
- **PreK/K.** Attend and do prep work for playdates on the playground the weekends before and after school starts, ideally attend new family orientation in August. Expect additional work in answering questions of new parents in August, September, October.
- **1-8:** Contact new families in your grade before school begins by phone or email to welcome them and answer questions. Check in with them again late Sept/early Oct.

No need to do it all by yourself! Plenty of activities that can be coordinated by other parents. Rep's job to encourage other parents to get involved.

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## Volunteer Overview & Interest Form: **Parent Resource Committee (PRC) Chair**

### **Objective of Position**

- Act as liaison between school leadership, school committees and PRC reps to assist in informing parent community of school needs and activities.
- Streamline PRC communication to school community.
- Support select school fundraising events by helping coordinate needs and volunteers

### **Successful Rep Is...**

- **Welcoming and approachable.**
- **Organized and timely.**
- **A concise communicator with strong spelling/grammar, as communication is primarily by email.**
- **Act as a liaison between front office and PRC reps.**
- **Available to coordinate with school leadership and other school committee chairs.**
- **Draft and send template-based, weekly email to PRC reps by Friday of each week.**
- **Available to run PRC meetings, 4-5x/year.**
- **Available to attend school events.**

### **Term and Responsibilities**

- Elected by current PRC Committee, PRC Chair and SAC representative, following simple submission of interest form.
- One-year term, open to any candidate who has already served on PRC in a grade lead capacity, preference to existing committee for continuity. May repeat if no other candidates are interested.
- Fills the annual Fair Share hours obligation.
- After election, chair is responsible to coordinate with the previous chair to ensure smooth transition over summer.
- Chair works with previous chair and SAC representative, for identification or assignment of PRC representatives for following school year based on interest form submissions and with lottery so equal opportunity for selection to the role..
- Hold end of year meeting with new committee to coordinate summer activities, set expectations.
- Determine and set frequency of year's meetings, ideally in April, for following year. Recommended meeting schedule May, Sept, Dec, Feb.
- Chair agrees to follow email format with one weekly email sent to PRC reps Friday, so they can add grade specific information and forward to their parents Saturday or Sunday. Chair's responsibility to get relevant information of upcoming events/school news from front office, website, communications chair/minutes, event summary document, and Google calendar.
- Chair uses email to communicate with PRC reps of additional needs/reminders, etc, but whenever possible, stick to 1x/wk email.
- Chair responsible to oversee PRC reps, particularly email frequency, and intervene quickly (w/ support of Vice Principal and SAC representative if necessary) if a rep is not meeting communication requirements. Assist wherever possible to achieve information flow to all parents, w/particular emphasis on PreK-3.
- Chair oversees teacher appreciation event planning.

## Volunteer Overview & Interest Form: **Parent Resource Committee (PRC)**

\_\_\_\_\_ I would like to be the grade PRC Representative for my child's grade.  
Please list grade(s) of your children for next year: \_\_\_\_\_

\_\_\_\_\_ I would like to be PRC Chair – I have previously served as PRC liaison.

In a brief paragraph, please indicate why you are interested in serving on PRC and/or what you believe would make you a great candidate.

### **Acknowledgement**

I have read the job description and will participate at the level described.

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**Printed Name**

**Signature**

Thank you! Please email your form to [prc@allsaintsportland.com](mailto:prc@allsaintsportland.com) or return to the front desk.