



Dear Classroom Coordinators, Chairpersons and Volunteers,

Thank you very much for signing up to volunteer in your child's classroom. The teachers and the HPTO are happy to have you on board. We hope you will find this information packet helpful as you plan the classroom parties and/or events.

To help guide you throughout the process, we have provided helpful materials to assist you in your planning efforts. This packet includes a list of party information for the school year, the Student Wellness Policy, Party Recaps from previous parties, helpful hints and peanut butter alternative recipes.

Below is an outline of additional information that may be helpful to the coordinators and chairpersons:

### **CLASSROOM COORDINATORS**

- ◆ Contact the classroom teacher to discuss any needs throughout the school year.
- ◆ Ensure there are enough volunteers for each party or event.
- ◆ Send out letters to the parents at the appropriate times regarding a combined holiday gift or end-of-the-year gift for the teacher.
- ◆ Work with the teacher to find out rules and guidelines for each party (siblings invited, number of volunteers permitted...etc.)

### **PARTY CHAIRPERSONS**

- ◆ Contact all volunteers for your party and begin the planning process.
- ◆ Send letters or call the parents regarding request for money or supplies needed for the party.
- ◆ Work with the teacher regarding times, if applicable, for the party or event.

If you have any questions, please contact either Hance PTO Co-Vice President listed below.

Thank you,

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