

# Class Rep Guidance

Last updated October 2018

Thank you for volunteering to be a room parent / class rep. We have had requests for guidance and would like to offer up the following suggestions for this role.

## Class Rep Signup

To see who has signed up to be class rep for your division (or to change your signup):

<https://www.signupgenius.com/go/5080F45ACAC2DA2F85-room1>

## Overview of Responsibilities

The class rep is meant to be a liaison between the PAC and your class, in order to help improve communication and community and encourage more involvement by parents in school and PAC-organized activities. The following are suggestions of ways you can help.

## Class Lists

- Build and share a class contact list
  - Log on to [emjs.hotlunches.net](http://emjs.hotlunches.net)
  - Click on the Information menu tab, and view your class list - this will show the people who have signed into hotlunches and will display the contact information they have agreed to put in the class list (people who don't want their contact info included on the list should still be on the list but their phone and email columns will just be blank)
  - Create an email list for yourself using these email addresses so you can email your class. If you determine that someone is missing from the hotlunches list, check with them (possibly via a note home in their child's backpack, or ask your teacher to forward an email to them) to have them contact you and ask if they need any help registering their contact info at [emjs.hotlunches.net](http://emjs.hotlunches.net) (even if they don't want to order lunches this gives them access to their class contact list). If they don't want to share contact info with the class, ask if you can have their email to BCC them on any of your own messages e.g. related to teacher gifts.
  - When viewing the hotlunches list, you can click the "Printable list" button, then "save as..." and save the resulting document as a PDF and email it to your class with an explanation that this list is available in hotlunches in case some people haven't found it yet.

## Communication with families

- Contact your class families to let them know you are their class rep .
- Check with your families to ensure that everyone who wants to receive PAC news is getting it or knows where to find it. All our newsletters are available here: <https://us16.campaign-archive.com/home/?u=63aab2d1baa3fb928a5635602&id=4675384377>
- Email your class occasionally when there is an upcoming class, school, PAC or community event that you think they really need to know about

- Occasionally the PAC may have communications we need you to help forward specifically to your class. For instance if we don't have enough volunteers to serve lunch on Wednesdays for a particular division, we may ask you to try to help encourage your parents to sign up for a week.
- Email the PAC Exec if you become aware of an issue that you think needs to be addressed or you have an item you think should go in the PAC newsletter.
  - [Exec@emjspac.ca](mailto:Exec@emjspac.ca) collectively
  - [comms@emjspac.ca](mailto:comms@emjspac.ca) for newsletter items.
  - [Chair@emjspac.ca](mailto:Chair@emjspac.ca) for items to the current PAC chairperson
  - [emjs@hotlunches.net](mailto:emjs@hotlunches.net) for items related to the website or orders.

### Communication with your teacher

- Let your teacher know you are their class rep.
- Make a habit of dropping by to speak with your teacher periodically to see if there is anything they need help with. There may be some PAC initiatives we would like help communicating to your teacher (especially if the teacher is new to the school), or feedback we are seeking from teachers. Sometimes room parents have been able to help the teacher find volunteers by creating an online signup for their class e.g. If their class needs parents every Wednesday for a neighbourhood walk or help with reading groups in the mornings. Sometimes teachers may have a suggestion for improvement for the PAC or an idea for a program or activity for our PAC funds that might otherwise never reach us. Some teachers may be hesitant about asking for help and the class rep may be able to do so on their behalf, whether it be to donate Kleenex boxes, collect donations for an upcoming craft project, schedule a spring cleaning for the classroom, etc.

### Cards & Holiday Gifts for Teachers

- Volunteer to coordinate a group gift and card for your teacher(s) in December and June. This involves putting a card to be signed outside the office and telling families how you want them to give you donations, emailing the class a few times to remind them, collecting ideas of something appropriate to purchase, buying it with the donations, and delivering it to the teacher.
- In December and June the PAC will have a folder outside the office on the PAC table (beside the wooden drop box) for you to put a card to be signed - this way your parents can drop by anytime to sign it at their convenience.
- For collecting money, **money can no longer be collected through the office**; the office staff have asked us to find another way to collect money as having so many parents enter the office to sign cards on behalf of 450 students is just too disruptive.
  - Best method is to ask families to send you an interac eTransfer if at all possible.
  - We do not recommend putting cash in the folders outside the office as this is not secure. Cheques made out to the class rep might be okay.
  - If you feel comfortable sharing your home address they could drop money in your mailbox.
  - They could put money in an envelope into your child's backpack to bring home
  - You could suggest a day/time when you might be available at drop off or pickup.

- If you are not able to coordinate the group gift/card, let your families know and see if someone else might want to volunteer to do this. While it is optional, we don't want teachers to feel slighted if their class doesn't get them anything and another class puts together a fairly generous gift certificate.
- The PAC Exec will be putting together something small for staff not assigned to a specific classroom or student (office staff, principal, librarian, music teacher, part-time gym teacher, day-time custodian) but feel free to sign their cards as well.

#### **Community building / Social events**

- Some room parents in the past have optionally organized a social activity for families throughout the year to get to know one another: pub night, hike in Mt. Doug, Friday after school at Gonzales beach, potluck picnic at a park, bowling, pancake breakfast in the classroom before school (if this works for your teacher), etc.

#### **PAC Meetings**

- Class reps are encouraged and welcome to come to PAC meetings once a month, as are all parents. If you can't attend, please let your class know about the meeting and see if someone else can attend to represent your class. This is a great way to find out a bit more about what is going on at the school and why, which you may want to communicate to your class. It is of course totally optional but strongly encouraged.

Time commitment: the most time-consuming part is gifts for teachers, and forwarding an occasional email. Everything else just depends how much you want to volunteer and take on.

Thank you for volunteering!

Any questions please do not hesitate to contact your PAC Executive. [Exec@emjspac.ca](mailto:Exec@emjspac.ca).