

## Grade Rep Guidelines The Bright School 2018-2019

Thank you for volunteering for one of the most important positions within our Parents' Association, Grade Rep! As a rep for your child's grade, you are critical in ensuring the non-academic portion of your child's class and grade runs smoothly throughout the school year. You are the go-to parent for the teachers in that grade and other parents. You also are among the first to hear what is happening at the school. Your dedication helps to ensure that Bright continues to be a great school with a wonderful community of families. Most importantly, your child will be thrilled to see you helping at school!

In order to support you, the Parents' Association has developed these guidelines. Please take the time to read through them and let us know if you have any questions. With your help, we are looking forward to a great year!

### GRADE REPRESENTATIVE GUIDELINES

Bright's success is partially based on its wonderful parent volunteers. Nowhere is this more apparent than in the number of parents who sign up for Grade Reps. Grades will have approximately six reps, which will help balance the workload. Working parents as well as stay-at-home parents all have an opportunity to participate. As a Grade Rep, you are not required to be at every event or do every task; you are responsible for informing parents in your child's grade and arranging volunteers.

Below is a list of positions that are available to the Reps. Not all reps will have to help with every activity. As soon as all the reps for your grade have been assigned, meet with your teachers. Learn their priorities and what events they have planned for the year. Be sure to delegate responsibilities. Here are some of the responsibilities that you will need to assign a rep to:

- **Events** (2 reps) – whether it's Parent Open House, Bonanza, Teacher Appreciation or a holiday celebration there is an event to plan. This person will take the lead on communicating the events to the other reps and delegating what/who is doing what activity in regards to the event. This person will also be responsible for putting in any work orders for tables etc. that will be needed for the event. It is important that the work order specify *where* the tables be placed (diagram etc.). These two lead people will also work with Lynn Shelton in coordinating the grade level art project for the Art Party in the fall. Although this will require all Reps, the two Event Reps will be responsible for getting this project completed with participation from the students in the grade.
- **Treasurer/Correspondence** – Important dates and events, communications passed on from the teacher, PA announcements etc. This person will take the lead on the communication to the whole grade. This person will also be responsible for sending out the Signup Genius (or whatever system you choose to use) to solicit grade wide volunteers for Bonanza, class plays etc. They will also collect money for art auction and other class events, reimburse when needed for class events.
- **Bookstore** – New this year, we are assigning different months to each grade, and it is the grade's responsibility to have a volunteer man the bookstore. If you cannot get parents in your grade to sign up to volunteer for the bookstore, ***it will then become the grade level reps job to fill these spots.*** This provides an excellent opportunity to get other parents

involved. A sign-up genius for the bookstore will be used for families to sign up to volunteer. A training will be held for new bookstore volunteers at the start of the school year.

- The grade schedule for the bookstore is below:
  - September – 5<sup>th</sup> grade
  - October – 4<sup>th</sup> grade
  - November – 3<sup>rd</sup> grade
  - December – 2<sup>nd</sup> grade
  - January – 1<sup>st</sup> grade
  - February - Kindergarten
  - March – PK
  - April – JPK
  - May – open to all school
- **New Families/Costume Closet** – This person will be responsible for welcoming new families to Bright. If they come in at the beginning of the school year, a grade get-together may be planned at a local park or pool etc. If the family enters Bright during the school year, this Rep needs to be intentional about welcoming them and providing the new family with opportunities to get involved in our school. This Rep will also oversee the costume closet for class plays and help coordinate what we have available to whoever oversees costumes for their grades play. They will work with the costume team for the grade level play and help the utilization of resources in our costume closet and attic go as smoothly as possible.
  - **PE** – Coordinate help for the various PE special events throughout the year. Work with the PE coaches to facilitate involvement from the entire grade to help set up, take down and sometimes run these special PE events such as Splash Day, Haunted Gym, and Wilderness Trail.

Events such as Bonanza and the Art Party will take a coordinated effort by all six of your Grade Reps. We MUST have parent participation from most of your grade to make these a success! Communication from you, the reps, to your parents, is crucial. Also, throughout the year when your grade does have special events please take pictures and submit them to the yearbook. This helps us have a great yearbook for all of us to enjoy at the end of the year. The yearbook link is [www.yearbookforever.com](http://www.yearbookforever.com). Select The Bright School. The password is buddy.

***Teacher Birthdays*** – Each teacher has filled out an interest sheet that is in the office for you to look at any time. You may celebrate your teachers' birthdays however you like, but we do ask you do not solicit money from parents for birthdays/holidays.

Thank you for your time and efforts on behalf of your child and their grade. Thank you for taking on this commitment and sticking with it! If you have any question or comments, please feel free to contact me.

Lucy Sawrie  
(423) 637 8532  
Sawriefamily@epbfi.com  
Grade level Rep PA Chair 2018-2019