

Clarke Team Parents

Thank you for volunteering to be a Clarke Team Parent! It's a great way to be involved in your child's school during the middle school years and the teachers really appreciate your support. Team Parent responsibilities occur periodically throughout the school year and vary by team. They most often include:

1. Organizing a **Teacher & Staff Appreciation Breakfast** hosted by your team.

- The Team Parent Leader will be sent a Sign Up Genius (SUG) with suggested items. Team Parent(s) can edit the SUG to reflect their team, accurate dates and any other changes, and send it to all the parents on the team. The easiest way to do this is send the SUG link a team email.
- Team Parents are encouraged to help out the day of the breakfast to ensure things run smoothly. They are also encouraged to help with a preceding breakfast if possible to get sense of how best to coordinate.
- Refer to the PTO calendar or contact the team parent coordinator for a list of team breakfast dates.

2. Finding **parent volunteers** for special events such as Field Day (6th grade), height/weight screenings (7th grade), 8th grade reception set up, special projects, school parties

- Develop a Sign Up Genius for volunteer opportunities and send to parents on the team

3. Maintaining **communication** links between **teachers and parents**

- Developing a wish list of supplies to enhance school experience by speaking with Team Lead Teacher
- Send email messages to parents on the team regarding needed supplies from the wish list and/or volunteer opportunities
- You will be provided with a parent/guardian contact list for your team

Questions? Feel free to contact the Team Parent Coordinator and/or PTO president(s).

Lead teachers are identified on the Clarke "Faculty and Staff" page on the school website at: <https://lps.lexingtonma.org/Page/209>

On the web page, click on the teacher's name for their email address.