

# 2017-2018 Classroom Coordinator Checklist

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## Meet with teacher

- Classroom directory preferences
- Classroom allergies/special concerns
- Class t-shirts
- Party preferences
- Testing snacks?
- "Favorites" list

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## Class directory

- Send directory to parents for approval/corrections prior to printing/emailing final copy
- **Due date: September 8th (to class parents)**

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## Introductory letter with attached envelope

- Letter completed using form (or submitted for approval to CC chair)
- Supply contribution \$10
- **Due date: September 8th (to class parents)**

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## Testing snacks

- Dates:
  - CogAT - Sept. 18-20 (grades 1,2,5)
  - Iowa - Oct. 23-27 (grades 2,5)
  - Milestones - April (grades 3,4,5)
- Coordinate parents to send in snacks for testing week(s)
- Allergies?

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## Fundraiser (PTA Event)

- Dates: October 2 - 13
- Help recruit volunteers
- Banner for closing parade

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## Teacher Birthday

- Date:
- Determine how recognize birthday
- Letter completed using form (or submitted for approval to CC chair)

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## Winter Holiday Party

- Date: TBD
- Plan party and approve with teacher
- Letter completed using form (or submitted for approval to CC chair)

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## Winter Carnival (PTA Event)

- Date: Saturday, February 3<sup>rd</sup> from 2-5pm
- Help recruit volunteers

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### **Teacher Appreciation Week**

- Dates: March 12-16
- Plan gift options
- Letter completed using form (or submitted for approval to CC chair)
- Arrange coverage for teacher to attend PTA luncheon

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### **Field Day**

- Date: TBD
- Water in cooler (sharpie for labeling with student's names)
- Popsicles (ask teacher)

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### **End of Year celebration**

- Date: TBD
- Plan party
- Letter completed using form (or submitted for approval to CC chair)

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### **5th Grade celebrations**

- Dates: TBD
  - Breakfast
  - Carnival
  - Walk
  - Ceremony