



2023-2024 Homeroom Parent Team Application

Would you like to be on the Homeroom Parent (HRP) team for the 2023-2024 School Year?

Great! Please read through this document and complete the application. Once completed, please return the form to the school office by **August 17, 2023**. Please try to attend our homeroom parent meeting on **August 22, 2023** at 7:45 AM in the Community Room.

Who makes up the HRP Team?

- When possible, teachers are encouraged to use all parents who volunteer. There is no limit on the number of homeroom parents for a class or grade. Teachers may also decide to choose up to 2 “Coordinators” for the homeroom parent team. Teachers and Home and School Association will then communicate with the coordinator(s) to plan events. The coordinator(s) will notify the homeroom parent team about class activities, and field trips.
- All parents are encouraged to participate in class activities and events. Participation can happen in many ways. Participation may be sending in supplies, attending an event, crafting, or calling other parents in the class. All parents who volunteer to work with our students must be finger-printed and complete the “Protecting God’s Children” course.
- Field trip chaperones will be coordinated by the teacher. All parents who have met the above volunteer requirements may chaperone a field trip. Please notify teachers with interest and availability. Teachers will use a lottery system to pick chaperones for all field trips.
- The HRP Team and Coordinator(s) will be chosen by the teacher and administration. Teachers are encouraged to choose at least one parent who has not been a coordinator for that grade level previously. Teachers will send an email to all homeroom parent volunteers to let them know who the coordinator will be – and to provide their contact information.
- The responsibility of the Homeroom Parent Team and Coordinator(s) is to the liaison between the teacher and the parents throughout the school year. The HRP Team and Coordinator(s) will help organize classroom activities and assist the teacher with classroom projects/needs.

HRP Team and Coordinator responsibilities will include (but are not limited to):

- Meet with your child’s teacher as soon as possible to discuss the teacher’s planned activities for the year and introduce yourself to parents in a timely manner, so those parents wishing to volunteer at classroom events will know whom to contact.
- As the request of the teacher, organize classroom events and recruit parent volunteers for field trips, special events, holidays, etc. The HRP Team and Coordinator(s) should involve as many parents as possible during the year for classroom events. SJCS families earn volunteer hours for donating items and/or participating in classroom events. Please read through the volunteer guidelines and make yourself familiar with them prior to organizing your first event.
- The HRP Team and Coordinator(s) also help support school wide events such as decoration and working a booth at our annual Fall Festival, and coordinate grade specific end-of-the year activities.

If you’re interested or have questions, please contact Megan Richard at homeandschoolassociation@sanjoseschool.com.

Thank you!



SAN JOSE

CATHOLIC SCHOOL

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All HRP Team Members and Coordinators must be fingerprinted, have current background check (within the past five years) and have taken the Protecting God’s Children course. All information must be current and on file with the school office.

Please initial here if you have read the information above and feel you are able to fulfill the responsibilities of an HRP Team Member.

I am volunteering to be a HRP Team Member

Parents Name: _____

Home Phone #: _____ Cell#: _____

Email Address: _____

Please indicate in order by grade which grade you would like to be a HRP for (preferred grade first if you have multiple children):

Child Name: _____

Grade: _____

Child Name: _____

Grade: _____

Child Name: _____

Grade: _____

You may list additional grades in case your first choice is not available.

List other HRP experiences at SJCS

List your responsibilities in that role

Year: _____ Grade _____

Year: _____ Grade _____

Year: _____ Grade _____
