

# PARTY PLANNING VOLUNTEER CHECKLIST



*The Party Lead will be tasked with planning and executing three parties (Halloween, Winter, and Valentine's Day), using the following process:*

## MAKE CONTACT!

- ❑ Review the Party Planning Spreadsheet for your class and grade level. In the fortunate event there are multiple leads in your class, decide how you will share this responsibility.
- ❑ Send your **teacher** an email introducing yourself as the party lead for their class. In the event of empty sign up spots, enlist their help in reaching out to the parents to get these items filled. Check to see if there are any allergies in the class.
- ❑ Next, **touch base with the other lead(s)** at your grade level. *It is crucial that all classes in each grade level work together to ensure all children enjoy the same craft and game.*
- ❑ Finally, reach out to the other **parent volunteers**. You are allowed no more than FOUR volunteers per class per party, including the lead. In the event of a surplus of volunteers, you will need to decide who will participate at each event. Some parents can only volunteer at a specific party, so it is helpful to ask which party they wish to participate in before you finalize. Please make sure to give every parent a chance to participate.

## TIME TO PLAN!

- ❑ Now you can meet with the other grade level leads to **decide on your craft and game**. Each party **MUST** include a snack time, craft, and game. *Each classroom in your grade level MUST do the same craft and game.* For planning purposes, please plan to allow approximately 20 minutes for each segment.
- ❑ Once you have decided on your craft and game, please **send the teacher an email** with a brief overview of your plan.
- ❑ Next, you will **gather all supplies** needed to make your craft and run your game. Parents will be asked to send in \$5 cash per child to cover the cost of classroom parties. This will cover the cost of your craft and any supplies needed to run your game. The snacks are brought in from those who signed up and do not need to come out of your budget. We will make arrangements with one person in each grade to distribute their party money.
- ❑ Allow for some **prep work** before each party. It is helpful to have a sample of your craft made ahead of time. The leads can work on this together, split responsibilities, or ask other party volunteers for help.

## SEND REMINDERS!

- ❑ A couple of weeks before the party, **send out a reminder message to your parents that are attending**. Confirm time and any tasks you will need from them during the party. Anyone attending the party will need to make sure they have completed the Volunteer Agreement and Waiver of Liability and turned it into the office PRIOR to the event (<http://nes.d300.org/sites/nes.d300.org/files/documents/volunteer-paperwork.pdf>). Also, they will need to bring a photo ID in order to enter the school on the day of the party.
- ❑ In addition, **send out a reminder message to the parents that are donating items to snack time**. Be sure to confirm the items are **store bought and allergen free**. (Fruit can be purchased and cut up, however.) Parents can either send the snack items to school with their child, or deliver them to the office 15 minutes before the party is set to begin.

## IT'S PARTY TIME!

- ❑ You should show up approximately five minutes before party time. Most teachers work right up to party time, so they may not be ready for you sooner than that.
- ❑ Have fun! Please include all parent attendees in the execution. Be aware of your time in order to ensure all three elements are provided to every child in every class.



## THANK YOU

*for volunteering your talent and time, not only to ensure a great party for the children, but to give your teacher a well deserved bit of time off during the holidays. If you have ANY questions now, or throughout the process, please reach out to Rebecca Gerzanics at [rblaisdell@gmail.com](mailto:rblaisdell@gmail.com).*