



At Butler, we strive for providing an excellent, well-rounded educational experience. To accomplish this, it takes an active, supportive community to provide the extracurricular activities that are essential for creating an experience that will build skills and life-



Homeroom Coordinator (HC)



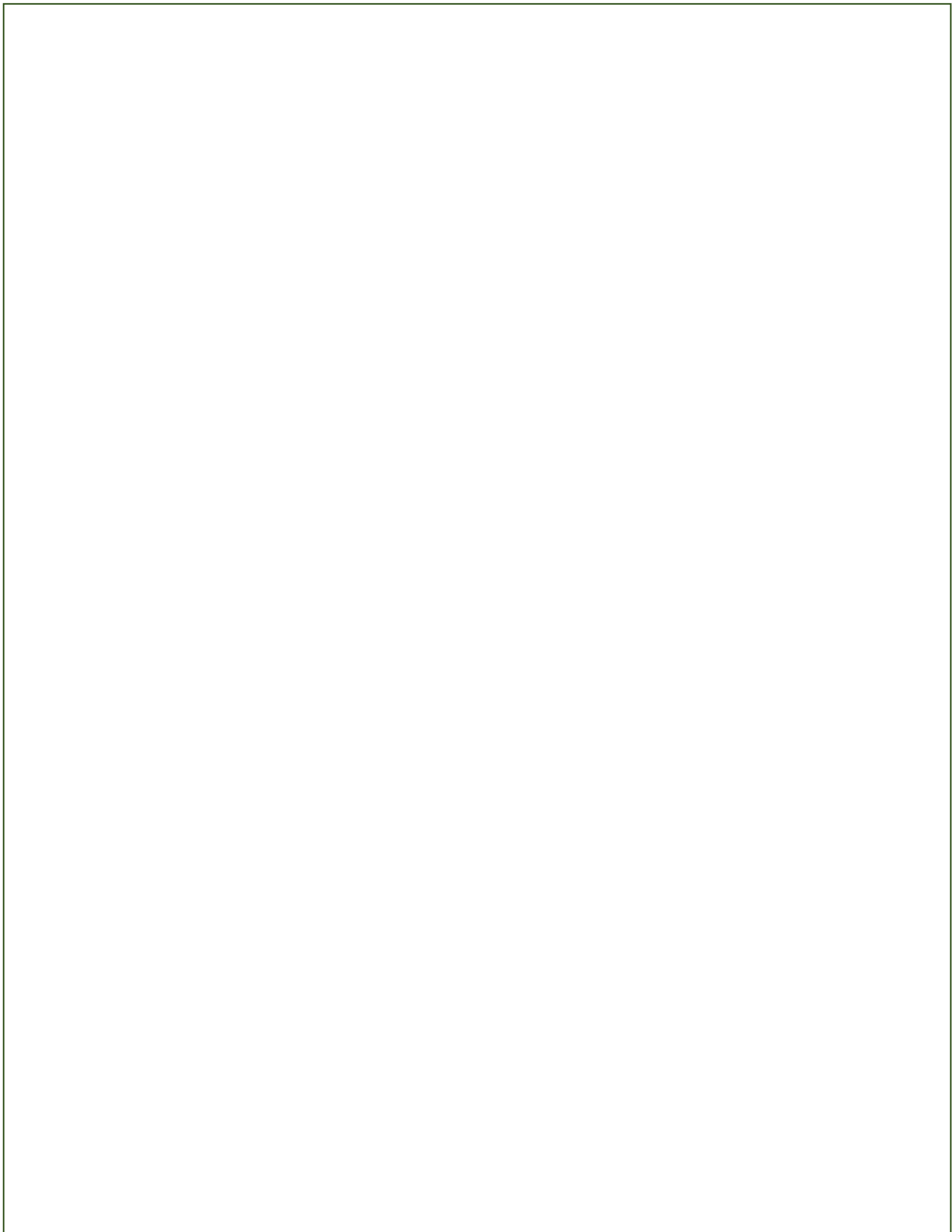


### **Maintain Confidentiality At All Times**

As a Butler volunteer, you may be privy to information dmA3 3 (.62)21./D34 so0.53 7 8DC.fwl01-p0 .fo4.24 35.34imn tr tt nr

### **Social Media Guidelines**

- W** You are NOT permitted to post pictures of children, other than your own, on your personal social media sites, including pictures from classroom parties and other Butler events.
- W** Refrain from posting on social media sites about Butler Staff or students.



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## What is the Classroom Activity Fund?

It is a donation of money requested at the start of the school year to be used for arts, crafts, games, and other party supplies for classroom parties throughout the year. Donations to the classroom fund should not be disclosed to anyone, outside of the budget for each party to the party planner.

## How much is the Classroom Activity Fund Donation?

You may request up to \$10 per student.

## How do I collect these funds?

You should include this request in your introductory letter with a due date. Per your preference, families may provide their donation as:

- Cash – be prepared to provide change, if needed.
- Check made payable to “Cash”.
- An electronic means of your choosing that DOES NOT charge a service fee (ex: Venmo/between friends).

The easier you can make collecting this contribution will usually result in more families contributing. It can be helpful to provide an envelope (marked with the HC’s name) with the hard copy of their introductory letter that gets sent home, so parents can easily return a cash or check donation and the contact information form.



- ‰ **Contact the teacher to find out the assigned date/time for the party.** Usually, grade-levels hold their parties at the same time and that is assigned by the school.
  - W Halloween/Harvest: This is typically on the day of Halloween and a time is assigned. Ask your teacher about this at your first meeting.
  - W Winter: Even though the Halloween/Harvest Party has just finished, reach out in mid-November (before Thanksgiving week) to find out if a date/time has been determined.
  - W End of the Year: Reach out in early May to find out if a date/time has been determined.
- ‰ **Communicate the assigned date/time and budget for the party to the party planner.**
  - W Remind them of the party guidelines/classroom allergies.
  - W Provide a date for when you would like their party plan to submit to the teacher.
- ‰ **Review the party plan, when provided by the party planner, to ensure it adheres to the party guidelines provided.**
- ‰ **Submit the party plan to the teacher for approval and provide any party plan feedback from the teacher to the party planner.**
- ‰ **Send an email AND a printed notice for Wednesday folders to the entire class to request volunteers & supplies.**
- ‰ **Send the teacher a list of individuals who volunteered to help and reach out to the selected volunteers after the teacher provides the list of selected volunteers from the lottery to give them the details of the party.**
- ‰ **Send the SignUpGenius to classroom families**











# RESOURCES

For Homeroom Coordinators &  
Party Planners

Dear <<Enter Teacher Name>> Grade Families!

My name is <<Enter Your Name>> and I am excited to serve as your Homeroom Coordinator this year!

I'll be reaching out to you periodically to inform you of various school events and asking for your assistance with volunteering and/or helping to provide food/supplies for events, including our school-wide Spring Fair.

In accordance with Butler policy, we'll have 3 school parties this year, where we may have 5 volunteers – the homeroom coordinator, the party planner and 3 room parents. Before each party, you'll receive an email and a notice in the Wednesday Folder asking if you would like to volunteer at the party. Names will be drawn out of a hat by our teacher to determine our volunteers. Our first party is Halloween/Harvest, on October 31<sup>st</sup> in the morning.










Dear <<Enter Teacher Name>><sup>th</sup> Grade Families!

We're ready to start planning our first classroom celebration: **The Halloween/Harvest Party!** This event will be held on **October 31st**, from <<enter time>> **Note: The Halloween Parade will be held outside the school at 9:30 AM and is open to all parents, weather permitting.**

If you would like to help with the party activities in the classroom on **October 31st**:

- The time commitment is from approximately <<Enter Time>> to assist with set up, festivities and clean up.
- Butler School Policy is that only 5 Classroom Volunteers may attend the party to help with the activities. This includes the Homeroom Coordinator and Party Planner.
- Reply to this message or send in the form included in Homework/Wednesday folders this week with your interest by <<Enter Date>>. If we have more than 3 interested parents, there will be a drawing by <<Enter Teacher Name>> to select the volunteers and we will let you know if you were selected!

<http://www.cbsd.org/Page/355>

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# General Guidelines for Classroom Celebrations

\*~~YOUNG~~

Dates & Times are TBD & decided by the school administration. Parties are frequently held simultaneously by grade level.

- Halloween
- Winter
- End-of-Year

- For the safety and security of our school, Butler allows 5 volunteers for each celebration, including 1 Party Planner & 1 Homeroom Coordinator. **Possible Exception: EOY Party, if held outdoors**
- An email and a notice in Wednesday folders will be sent to all parents in advance of each party to solicit interested volunteers.
- Volunteers must have their clearances submitted and approved in the App Garden Volunteer Tracker.
- If more than 3 parents are interested, a drawing by the teacher will be done to select the volunteers
- Only selected volunteers will be allowed to attend - no other family members will be permitted
- Exception: A parent of a child with an extreme allergy may attend the party in addition to the selected volunteers if they choose to do so.
- If the HC and/or Party Planner cannot attend the party, additional volunteers maybe be selected to fill their spots. HCs H(a)14 (t)10 (t)10 (e)3 (n)10 (a)4 (l)4 (l)4 ( )-10 (pa)4 (r)4 (il)4 (e)3 (s)6,5 (but (a)4 (r)14 (e)3 (
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## Winter Party Example Plan:

### SignUpGenius Items & Recommended Food:

**W** Water, Soft Pretzels, Popcorn bags, pre-packaged apple slices, hot chocolate box & cups paper plates, napkins, tablecloths

**W** I will bring snowman cheese sticks



### Activities:

1. **The Blind Snowman** Paper plates on their heads while being instructed to draw a snowman

Here is what to draw:

- Draw a snowman head
- Next, draw the middle snowball on your snowman
- Draw the bottom snowball on your snowman
- Give your snowman some eyes so he can see
- Add a carrot nose so he can smell
- Give him three buttons down the front
- Now draw two arms so he can give hugs to all his friends
- Last, but not least, put a hat on top of his head to bring him to life

### 2. The Oven Mitt Game

We can play as a class, the whole class can sit in a circle. When it's time to start, player 1 will put on the oven mitts while player 2 is rolling the dice. Player 1 will try and unwrap the present with the oven mitts on until player 2 rolls doubles. We can repeat until the box is opened, in the middle is the "Class Prize".

### 3. Candy Cane Pass

Divide the class into two teams, set up as two lines across from each other, each student receives a candy cane. The first student holds their candy cane upside down to form a hook and dangle the second cane from the hook of the first. That student then passes the second candy cane from hook to hook down the line without using their hands. The goal: the first team to pass their cane down the entire line wins.

### Back up activity if time runs short: Roll a Snowman

- Needs copies of image & 1 dice per student
- Students roll their dice and add that snowman part to their drawing
- The first person who completes a snowman wins.
- Play until time is called

