

ROOM PARTY POLICIES

1. There will be two room parties, a Fall & Winter one, as well as a special Spring Activity held each academic year.
2. A maximum of 5 parent volunteers are allowed in the classroom per party. When the number of volunteers exceeds five, assigned volunteers will be chosen at random by a lottery system.
3. All activities are to be held inside the classrooms. The hallways, cafeteria, gym and outside areas may not be used for party activities.
4. No other children may be present in the classroom during room parties. This includes siblings.
5. Any items sent in from home will be sent home with the students. Per district policy, no snacks will be provided for the room parties; only non-edible treats are allowed.
6. Volunteers unable to work an assigned party are responsible to find a replacement. Any changes made to the room party volunteer list must be reported to Kirsten Primozic-Activity Coordinator.
7. All room party volunteers must be a dues paying member of the Butler PTO.
8. All volunteers must complete and submit the Resource Person and Volunteer Information Form and Waiver of Liability. Both Pages of this form must be submitted to the Butler Administration Office at least one week prior to the room party. These forms can be found at: www.butlerpto33c.com
9. Liaisons will be responsible for the following:
 - a. Purchasing and/or gathering any supplies
 - b. Coordinating the party with the other room party parents.
 - c. Completing and submitting the room party agenda to the teacher & the office.
10. Room party parents must pick up name badges in the atrium when they come for the party. Badges will be printed from the list the party liaison submits. No one will be allowed into the building without this badge.
11. Room Party Agendas must be submitted to teachers for approval at least one week prior to the party.

***This year the PTO budget for each class party is \$40. The PTO is asking that all receipts for party supplies purchased must be submitted to the PTO for reimbursement. Anything purchased over \$40 will not be reimbursed. If for whatever reason you cannot purchase the supplies ahead of time & need the \$40 upfront to make your purchases, please contact me at 708-699-6875 or via e-mail at kirdog_1@hotmail.com & we will work something out. 😊

