



Dear Class Champion,

Thank you for volunteering your gift of time and talent to serve as a Class Champion for your child's class. Class Champions serve an important role at Shepherd of the Hills Lutheran School as they act as not only the conduit between teacher and classroom parents but as an extension of Ram PALS (Parents Assisting Learning at Shepherd).

This Class Champion Folder has been designed as a guide for you. Please feel free to be creative. We want this experience to be a fun and rewarding one for you.

To get started, please complete the following:

- Sign and return the Class Champion Agreement (see attached);
- Read the Class Champion Folder and save as a resource;
- Send out Introductory Email (see example under Communication); and
- Connect with the Teacher – Email or meet with the teacher to talk about various ways and options available for parents to assist with classroom activities, field trips and celebrations for the upcoming year. **Please coordinate with your teacher to get a list of parent emails for your classroom.**

Rachel Martinez will serve as Class Champion Coordinator this year. Please be looking for emails from her throughout the year. If you have any questions or need assistance, she can be reached at [rachelu1@yahoo.com](mailto:rachelu1@yahoo.com)

Thank you again! The school, teacher and students greatly benefit from your dedicated assistance this year!

In Christ,

Mari Wright, Parent Outreach Coordinator ([mwright@shlutheran.org](mailto:mwright@shlutheran.org)) and  
Class Champion Coordinator Rachel Martinez ([rachelu1@yahoo.com](mailto:rachelu1@yahoo.com))

## **SHLS Class Champion Agreement**

### **“The Three R’s” | Rules, Regulations, and Recommendations**

1. Keep Confidences: Conduct yourself in a professional manner and do not discuss another child, parent or teacher with anyone else.
2. Criminal History Check: A completed Criminal History Check is required for all room parents and volunteers each school year. An online link will be sent to you in the coming weeks for you to complete.
3. Communications: No printed letters for mass communication can be distributed without a front office stamp of approval from the School Office Administration. Once you have submitted a hard copy to the office for approval, please allow at least 48 hours for your communications to be approved. For mass emails to the classroom parents, your homeroom teacher must be copied. Emails must be sent using the “BCC” field in order to protect the privacy of parents. This is Shepherd of the Hills School Policy.
4. Classroom Parties - The date/time, food menu, and activities for a classroom party is communicated by the teacher to the Class Champion team. The team then disseminates party details to the other classroom parents.
5. Teacher Gifts – If you choose to collect donations for a teacher “class gift” (e.g. birthday, teacher appreciation, holiday, end of year), please make it clear that families DO NOT HAVE TO PARTICIPATE. In your class gift letter, give a monetary range and state that they may give whatever they feel comfortable with. Also, whether or not a family contributes to a “class gift”, EVERY child’s name or family’s name should appear on the card.
6. Field Trips - Consider leaving an opportunity for other parents who aren’t as involved in the classroom to sign up as chaperones. Often times, the teachers will invite non-chaperoning parents to meet the class at the field trip destination to enjoy the experience with their child.
7. Share The Responsibility – Don’t do everything yourself. Consider taking turns organizing class parties and splitting the classroom support tasks amongst the Class Champion team, if possible.

**\*\*NOTE:** This is a COPY of the Agreement. The original copy is in the folder pocket and should be signed and returned to the Office.

## **Class Champion Roles**

As a Class Champion, your main role is to connect with the teacher and discuss various ways and options for parents to assist with classroom activities, field trips and celebrations for the upcoming year. In addition, you are expected to carry out the following responsibilities, which are detailed more in the following pages:

1. Communicate with Classroom Parents -- information specific to the class as well as Ram PALS projects and events;
2. Organize classroom celebrations -- as defined by the teacher;
3. Assist with events – including RamPALS annual events (RamFest, Spring Fling, etc), Teacher & Staff Appreciation Week events, and special projects;
4. Community Care – Provide care and prayer for students and their families.

Please remember that the position of Class Champion is an important commitment for the entire school year. The teachers and Class Champion Coordinator will depend on you to be reliable and consistent throughout the school year. Although it is the Class Champions who are responsible for coordinating the above activities, it is strongly recommended that they give all classroom parents the opportunity to assist with the events/activities that take place throughout the year.

### **WORKING AS A TEAM**

Since there are usually numerous volunteers for this position, there may be multiple people selected for each classroom. Within your specific classroom Champion Team, please determine the lead contact.

## **(1) Communication**

Class Champions serve an important role as they act as not only the conduit between teacher and classroom parents but as an extension of Ram PALS.

You have been provided email addresses for each students' parents/guardians. Some parents have opted to not provide their phone numbers or addresses, and we will continue to respect that request and only provide emails. Emails must be sent using the "BCC" field. You may request cell phone in your introductory email, but parents are not required to provide.

### **First Communication:**

Please introduce yourself and explain your role so you can easily facilitate group communications and event organization. Feel free to use the sample email below.

### ***Class Champion Introduction Email EXAMPLE:***

Parents and Guardians of [TEACHER NAME]'s Home Room,

My name is [YOUR NAME (Your child's name mom/dad)] and I will be (one of) our Class Champion this school year. SHLS Class Champions serve an important role as they act as not only the conduit between teacher and classroom parents but as an extension of Ram PALS (Parents Assisting Learning at Shepherd).

As a team, we will be communicating about classroom and school-wide events and activities, as well as help support (**TEACHER NAME**) and the students. Most communication will occur by email, but in some instances contact by phone may be best. Only emails have been provided, and we would like to compile a Class Contact List that can be distributed amongst our families to facilitate communication.

Please reply to this email with the following in the body of the Email:

- **Child(ren)'s Name(s)**
- **Parent/Guardian Name(s)**
- **Mobile Phone(s), if acceptable**
- **Indicate whether you prefer to be receive an email or call**
- **Indicate whether it is okay to distribute your contact information in a Class Contact List**

As soon as we have the Class Contact List compiled, we will send it out to everyone, along with information regarding the plans for this school year!

Thanks for helping make this year a great one for [Teacher's Name]'s class!  
[YOUR NAME (Your child's name mom/dad), EMAIL, Cell: XXX-XXX-XXXX]  
[YOUR NAME (Your child's name mom/dad), EMAIL, Cell: XXX-XXX-XXXX]

### **\*\*\*IMPORTANT\*\*\* General Communication Guidelines:**

No printed letters for mass communication can be distributed without a front office stamp of approval from the School Office Administration. Once you have submitted a hard copy to the office for approval, please allow at least 48 hours for your communications to be approved. For mass emails to the classroom parents, your homeroom teacher must be copied. This is Shepherd of the Hills School Policy.

## **(2) Classroom Celebrations**

The date/time, food menu, and activities for a classroom party is communicated by the teacher to the Class Champion team. The team then disseminates party details to the other classroom parents. To facilitate efficient organization and management of events, you can use a sign-up sheet or Sign-Up Genius.

*SignUpGenius.com is a free online event organization tool that allows you to provide detailed celebration information to your participants. From food and beverage needs to volunteer shifts, you can list everything you need to make your celebration a success all on one easy-to-read page. By listing everything on one site, everyone can see what is needed and sign-up as they are able. Simply go to <http://www.signupgenius.com> / and create an account. When you are ready to organize an event, simply follow the step-by-step instructions to create your Sign Up, take it 'live' and watch everyone sign up for items and/or shifts!*

Classroom celebrations may include: Thanksgiving, Christmas, Valentine's Day, Easter, 100<sup>th</sup> Day of School, End of Year. Check with the teacher on how you can assist.

### **\*\*\*IMPORTANT\*\*\* Food Guidelines for Celebrations:**

Due to food allergies and various health issues, NO homemade food is allowed to be served at Classroom Celebrations. All food must be store-bought with ingredients listed. This, obviously, does not apply to fresh fruit & vegetables.

### **Ram Café Catering Options for Celebrations:**

Please note, that our own Ram Café offers a catering service for both classroom and birthday celebrations. You can place your order by going online to <http://ramcafe.com/> or by speaking to Chef Tony directly.

### **Birthday Party Note:**

The school prefers that parents mail their own party invitations. However, if everyone from the class (or all boy/all girl) is to be invited to the party, then parents may ask the teachers or class champion team to distribute the invitations.

### **(3) Event Assistance**

The Class Champion Coordinator and/or the teacher will contact you regarding school-wide events including RamPALS annual events (RamFest, Big Give, etc), Teacher & Staff Appreciation Week events, and special projects. Your role will be to distribute the information, get other parents engaged and excited, and assist as needed.

#### **RamPALS Events:**

Please refer to the review the Online School Calendar for upcoming events. Also read the weekly school newsletter/menu and classroom newsletter to keep abreast on information. Specific needs for RamPALS Events will be communicated through the Class Champion Coordinator.

#### **Teacher & Staff Appreciation Week**

While the Coordinator will send a reminder, the Class Champion Team will need to decide whether you want to coordinate Teacher & Staff gifts for Christmas, birthdays, and/or End of Year.

- **Note about Group Gifts:** If you choose to collect donations for a teacher “class gift” (e.g. birthday, teacher appreciation, holiday, end of year), please make it clear that families **DO NOT HAVE TO PARTICIPATE**. In your class gift letter, give a monetary range and state that they may give whatever they feel comfortable with. Also, whether or not a family contributes to a “class gift”, **EVERY** child’s name or family’s name should appear on the card.

#### **Special Projects**

Email or meet with the teacher to talk about various ways and options available for parents to assist with classroom activities, field trips and projects (weekly folders, copying, bulletin boards, etc) for the upcoming year. A reminder to

- **Share The Responsibility** – Don’t do everything yourself. Consider taking turns organizing class parties and splitting the classroom support tasks amongst the Class Champion team and classroom parents, if possible.
- **Field Trips** - Consider leaving an opportunity for other parents who aren’t as involved in the classroom to sign up as chaperones. Often times, the teachers will invite non-chaperoning parents to meet the class at the field trip destination to enjoy the experience with their child.

#### **(4) Community Care**

Throughout the year, students and families may need extra care and prayer. Our Shepherd of the Hills Mission states:

*Shepherd of the Hills School and Child Care is a community of parents, staff and children working together to foster Christ-like qualities in all we pursue: Spiritual growth, academic excellence, physical, emotional and social development.*

As a community, we ask the Class Champion team assist with:

- Praying for teacher, students and families,
- Welcoming new families to SHLS,
- Celebrating family events (new baby, new home, etc.),
- Facilitating communication between parent and teacher
- Generating support or interest in parent RamPALS meeting participation, and
- Sharing the great things that happen at Shepherd with others