

**NIXON PTA
CLASS CONTACT INFORMATION FORM
AND
ROOM REPRESENTATIVE VOLUNTEER FORM
2009 - 2010 SCHOOL YEAR**

Please complete the contact information portion of this form. If you are also interested in being a room representative, please complete the bottom portion as well. Thank you!

Please return this form to your child's teacher by September 11, 2009

During the course of the school year, it may be necessary to contact class families to provide information on upcoming class events. We would appreciate you providing the following information so that room reps. can contact the parents and guardians of the students in each class:

Grade / Teacher _____

Student Name _____ **Home phone #** _____

Parent/Guardian Name _____ **Cell #** _____ **Work #** _____

Parent/Guardian Name _____ **Cell #** _____ **Work #** _____

Email _____

Also, the Nixon PTA is looking for volunteers to be Room Representatives for the 2009 - 2010 school year.

What are Room Representatives?

- Room Reps assist the teacher with in-class activities and class parties.
- They represent the PTA in the classroom and dispense pertinent school information through the direction of the PTA President. It is essential that all messages and information be relayed exactly as presented.
- A Room Representative is required to be a paid member of the PTA for the 2009 - 2010 school year.

As a Room Representative, you are at class functions and trips to assist the teacher with the classroom students. Therefore, younger siblings cannot be brought along on trips or into the classroom.

Yes, I would like to be a Room Representative!

Name _____ **Teacher / Grade** _____

Home Phone # _____ **Cell #** _____ **Work #** _____

Email address _____

If you volunteer to be a Room Representative, we will contact you by email to let you know that we received your form and to verify your contact information. You will also receive an invitation, via your child's backpack, to the Room Representative's Tea to be held on **September 22, 2009 at 3:45 pm**. If you have volunteered and do not receive an email, please call me prior to the Tea. Also, please do not hesitate to call me with any questions. Thank You!

Kelly Van Orden-Room Rep Chair 973-398-3209 (H) 973-939-4016 (W) 862-324-4352 (C)