



A word from the Manetuck PTA....

West Islip Council of PTA Class Delegate General Guidelines

The Class Delegate is an important link between parents, teachers and the PTA. In order to facilitate good relations, the West Islip Council of PTA has established guidelines for the responsibilities and conduct of Class Parents throughout the District.

- All Class Delegates must have a valid and current PTA membership card, be willing and able to communicate important information to parents and assist the PTA in various activities throughout the year.
- Soon after election, teachers will contact the Class Delegates to discuss responsibilities, yearly activities, parties, and the collection amount necessary to accommodate them, not to exceed \$20/child. Depending on the grade level, Class Delegates may be utilized differently. All money collected from the class should be used for the children.
- Collection for the teacher gifts should be separate from the class collection, and are at the discretion of the class parents.
- Classroom visits are by invitation from the teacher only. Please do not visit unannounced or unexpectedly.
- All classes must be represented by at least **one class parent** at each PTA mtg
- Gifts for children in the class, from any parent, should be no more than \$5/child, excluding goodie bags.

Manetuck PTA-Additional Guidelines

- Class Delegates should try to encourage class parents to volunteer for events at school.
- If a Class Delegate is unable to attend an event, or a PTA meeting, they should arrange for someone to represent them.
- Participate in Fundraisers as needed throughout the school year. This includes preparing a Class Basket for our Bingo Event.
- Class Delegates are responsible for the class money collection, and must hold all receipts for accountability. The PTA is not responsible for the class money collected.
- Adhere to our schools current Food Policy, consult with your classroom teacher prior to your event.



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