KHASA Class Representatives

Class Representatives have the opportunity to meet other parents, teachers, and school administrators. They are informed about all school events and assist with providing information to other members of the school community. Historically, Keating Elementary has been fortunate to have enthusiastic parent/guardian participation in all areas – your help would be appreciated! Ideally, this is a shared role of two parents per classroom – one Class Representative and one Class Representative Alternate.

The duties of the Class Representatives include the following:

- Attend the KHASA General Meetings, usually five meetings during the school year (typically the second Wednesday of the month from September to May). This is an essential task of the Class Representatives because it provides an important information link to and from the school community. If a Class Representative is unable to attend a KHASA General Meeting, they are encouraged to arrange for another parent/guardian from their class to attend the meeting.
- Consider attending the three Parent Educational Nights planned by KHASA throughout the school year and encourage the parents of your class to attend. Information gathered at these informative meetings can then be shared with all parents in your class group.
- Distribute specific KHASA information to parents/guardians from the class via e-mail or telephone. It would be best for at least one of the Class Representatives from each class to participate in e-mail communication.
- Assist teachers, upon request, to coordinate help for specific class events including baking, field trips, book orders, or general classroom assistance
- Assist with contacting volunteers (names provided by KHASA) for events taking place during the school year
- Contact parents/guardians from the assigned classroom in case of an emergency (i.e. school closure due to snow)
- To speed up the process of contacting the parents/guardians of the class to distribute time sensitive information, the Class Representatives may prefer to ask additional parents from the class to assist with contacting the remaining parents/guardians
- Provide additional assistance as required.

The KHASA Class Representatives serve as a vital communication link between parents/guardians, teachers, Keating administration, and the KHASA Executive. All classes will ideally have two parents to serve in this role and share the duties. Requests for assistance will come from either the classroom teacher or the KHASA Executive.

Yes, I would like to volunteer for a Class Representative position

_____ _____

Name Signature

Phone: Home_____ **Work**_____

E-mail: _____

Child's Name: _____

Child's Teacher's Name/Division: _____

Date received by KHASA _____ ***Date Contacted***_____