

## ***Forest Hill Elementary***

Things to do checklist:

\_\_\_\_\_ Create a group text with the room parents of your grade.

\_\_\_\_\_ Introduce yourself to your teacher and gain a classroom email list. Establish what works best for the teacher in terms of communication.

\_\_\_\_\_ Organize how many students are in your class.

\_\_\_\_\_ Email and introduction to your classroom that includes your name, your child, join PTO, teacher and adoptive staff member forms. And mention you will be collecting \$30 from them for the teacher fund.

\_\_\_\_\_ Check and note birthdays for your teacher and adoptive teacher. Email a class a week before these events including their favorites sheet.

\_\_\_\_\_ Make sure you have joined the PTO.

\_\_\_\_\_ October 1st send out an email asking for the \$30 teacher fund. Set a deadline and make sure you email a confirmation of receiving the money. This will be their receipt.

\_\_\_\_\_ One week after the initial request, send a reminder email for the teacher fund.