



McNeil Elementary
Volunteer and Room Parent Packet
2024-2025

"No one is more cherished in this world than someone who lightens the burden of another."

- Unknown

Thank you for being a McNeil Elementary Volunteer!

We understand your time is valuable, so we truly appreciate your support. Our volunteers help support our school, students, teachers, and administration and because of you we are able to do so much! We are going to have a great year!

The information in this packet is here to help you. You will find:

- Becoming a Volunteer
- Check-in/Check-out Procedures
- Volunteer Opportunities
- Room Parent Responsibilities
- Useful Sites and Contact Information
- Sample Emails for Room Parents

If you haven't done so already, please [join the PTO](#). Why? The PTO provides campus specific needs to McNeil that the district is unable to supply. Your financial and volunteer support is needed to help our students grow and thrive.

Thank you again and please don't hesitate to reach out if you have any questions or need anything!

Kelly Pappas

VP of Volunteers

[McNeil PTO](#)

volunteer@mcneilpto.com

BECOMING A VOLUNTEER

In order to volunteer in McKinney ISD during school hours, a [volunteer application](#) must be completed every year. Make sure you go through the process before you sign up to volunteer for an in-school event. If you haven't yet completed your application, please complete the [volunteer application](#) as soon as possible.

CHECK-IN/CHECK-OUT PROCEDURES

Check-in Process:

1. Ring the bell at the front entrance.
 - a. Say student's name.
 - b. Say your name.
 - c. Say the reason you are here ("volunteering for PTO").
 - d. Show your driver's license or id.
2. Sign in at the front desk.
3. Receive your name tag.

Check-out Process:

1. Sign out at the front desk.
2. Throw away your name tag.

VOLUNTEER OPPORTUNITIES

All volunteer opportunities organized through the PTO will have an online sign-up through Sign Up Genius (SUG), where you can sign-up to volunteer for events, select the days you volunteer, and select the volunteer task (depending on the event).

Ongoing Volunteer Opportunities

- Classroom Help – whatever the teacher may need help with
- Copies
 - There is a [Copy SUG](#) that will be sent out via email that you use to sign up.
 - Kindergarten – 2nd grades make copies on Thursdays.
 - 3rd – 5th grades make copies on Fridays.
 - When you sign up, make sure to comment what grade level(s) you will make copies for.
- Spirit Shack
 - Occurs roughly every six weeks on Fridays.
 - The [Spirit Shack SUG](#) will be sent out before each Spirit Shack.
 - Students “shop” at the Spirit Shack during their recess.
 - Volunteers help with set-up, help students “shop” and pay for their items, and help with tear-down.
- PTO Events – information for specific events will be sent out either through your homeroom teacher, the PTO, and/or the school.

- Field Trips
- Teacher Appreciation Lunches
- Harvest Fest
- PTO Events – Spring Dance, Family Night, etc.

ROOM PARENT RESPONSIBILITIES

Your main role as a Room Parent is to support your teacher and communicate with the families in your class about opportunities, needs, etc.

- Rather than emailing the class directly, you will send your email to your teacher to forward to the class.
- You will communicate about:
 - Volunteer opportunities
 - Teacher Birthdays – gifts and/or decorate room
 1. Send an email to the class letting them know about your teacher’s upcoming birthday
 2. Send the link to the [teacher’s Favorites List](#) (found on the PTO website).
 3. You are welcome to go in together for a class gift for your teacher’s birthday but be sure that all parents know this is optional. The gift should be from ALL the students, not just the ones whose parents contributed to the gift.
 4. You are welcome to decorate their classroom after school one day. If you need decorations, we have some in the workroom cabinets.
 - Harvest Fest – Silent Auction baskets
 - i. Each classroom contributes to the Silent Auction by providing a basket of items with an assigned theme (ex: game night, cozy winters, cooking, etc.).
 - ii. You will coordinate the collection of the items.
 - iii. You can, if you prefer, to also collect money (via cash, Venmo CashApp, whatever you prefer) and you can purchase items for the basket.
 - Class Events
 - iv. Occasionally you may have class events that need additional help that will need to be communicated to the class.

NEXT STEPS FOR ROOM PARENTS

- Email your teacher introducing yourself and asking what you and other parents can do to support them.
- Email the class introducing yourself and what your role will be throughout the year.

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USEFUL SITES AND CONTACT INFORMATION

McNeil Sites:

[Volunteer Application](#) (required to be a volunteer)

[McNeil Elementary](#)

[McNeil Staff Director](#)

[McNeil Calendar](#)

[McNeil Pony Express Signup](#) (McNeil's weekly newsletter)

PTO Sites:

[McNeil PTO](#)

[Join the PTO](#)

[Open PTO Positions](#)

[Board Members](#)

[Teacher Favorites Lists](#)

[Spirit Wear](#)

Contact Information:

Danielle Stafford, President, president@mcneilpto.com

Kelly Pappas, VP of Volunteers, volunteer@mcneilpto.com

SAMPLE EMAILS

(Reminder to send all emails directly to the teacher to then forward to the class.)

Introduce Yourself to Parents Sample Letter

Dear Parents of (teacher's name) class,

Hello and welcome to (grade level) grade at McNeil Elementary! My name is (name) and I am the parent of (student's name) and I am excited to be your Room Parent for the 2024-25 school year.

I will be reaching out throughout the year about different school events, class needs, and volunteer opportunities. To help you stay up-to-date with everything going on at McNeil, there are two things for you to do: [sign up for the Pony Express](#) (McNeil's weekly newsletter) and [join the PTO](#).

If you have any questions or concerns, please do not hesitate to contact me.

Thank you!

Name

Email Address

Phone Number

Teacher Birthday Gift Sample Letter

Dear Parents,

Ms./Mr. (Name) birthday is coming up, so let's take this opportunity to show our appreciation. Here is Ms./Mr. (Name) [favorites list](#) if you need ideas. Or if you'd rather contribute to a class give, please feel free to either send money to me directly via (your preferred payment app) or send cash in an envelope with your student addressed to me.

Your student's participation is completely optional, and any class gift will be from all students.

Thank you for all your support!

Name

Email Address

Phone Number