

VOLUNTEER & ROOM PARENT MEETING

Binks Forest Elementary

WELCOME BACK
TO SCHOOL



VOLUNTEER information



HEY! i'M STEFANIE!



i AM THE VOLUNTEER COORDINATOR



TODAYS MEETING

Volunteer Sign In
Raptor System
Volunteer
Expectations
Opportunities

binksforest.iVolunteer.com

*Copy Owl
*Better Binks
Committee
*Owl Cart
*Popcorn Friday
*Book Fair
*School Dance
*Boosterton
*Holiday Hut
*Carnival
*Teacher
Appreciation
Week
*Grade Level
Activites

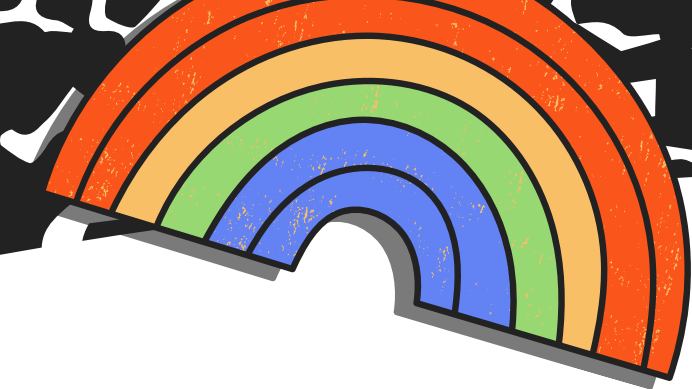


SO HAPPY YOU'RE HERE!

WHEN YOU GET HERE
FOR ANY VOLUNTEER
ACTIVITY YOU WILL NEED
TO SIGN IN WITH RAPTOR
ON THE COMPUTERS UP
FRONT. MAKE SURE YOU
ALWAYS HAVE YOUR ID.

YOU ARE GOING TO GET
A NAME TAG...
PLEASE WEAR IT
SOMEWHERE VISIBLE.
HAND IT TO ONE OF THE FRONT
DESK LADIES ON YOUR WAY
OUT.

PLEASE!!! PLEASE!! PLEASE!!
LOG YOUR HOURS INTO THE
COMPUTER AT THE
FRONT OF THE SCHOOL, AND
DON'T FORGET TO SIGN OUT
BEFORE YOU LEAVE.



Official Email:

volunteers@binksforestpta.com



Cell Number:

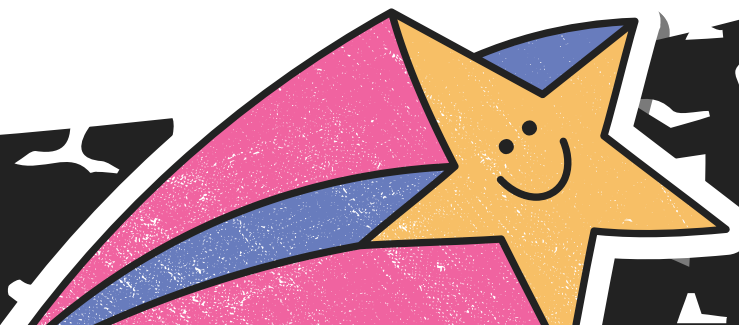
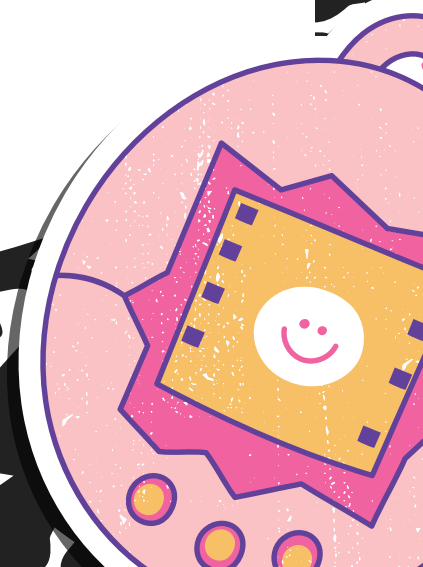
Stefanie: 631-835-6955

Fun Fact:

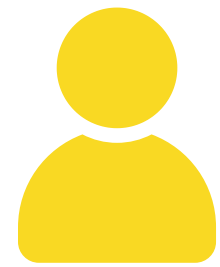


I prefer texts

We ♥ our
Volunteers



VOLUNTEER EXPECTATIONS



**SIGN IN
WITH
RAPTOR**

**Always have you
Volunteer Sticker
visible**


APPLY NOW

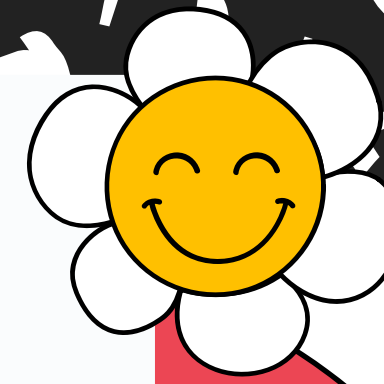
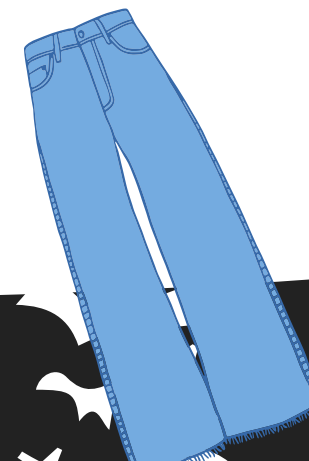
**DRESS
APPROPRIATELY
FOR
ELEMENTARY
SCHOOL**

<https://apps.raptortech.com/apply/MJL30MVULVVT>



**Chaperones must be
pre-registered for
field trips**

**Boobs in,
bums
covered
Pretty please.
No booze or
politics**





volunteers@binksforestpta.com

School Codes & Instructions

FOR ALL EMERGENCIES

Volunteers should check for emergency procedures for their volunteer location(s).

Remain calm. Be ALERT for suspicious and/or unusual activity, people, package or events.

CODE RED

FULL LOCKDOWN
LOCK ALL DOORS

TURN OFF LIGHTS

CLOSE
WINDOWS/BLINDS

DO NOT MOVE

CODE YELLOW

LIMITED LOCKDOWN
LOCK ALL DOORS

CONTINUE WITH LESSON
PLAN

DO NOT LEAVE THE
CLASSROOM

CODE WHITE

EVACUATE

LEAVE ON LIGHTS/FANS

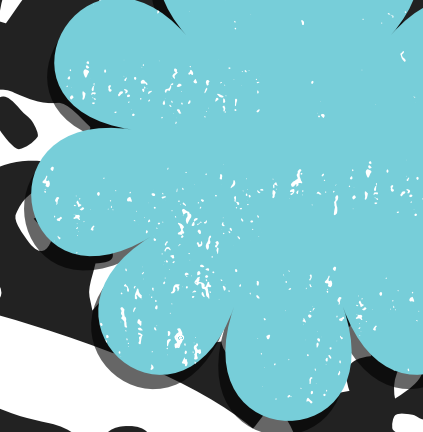
MOVE TO DESIGNATED
AREA

FOR BOMB THREAT,
LEAVE PERSONAL ITEMS
BEHIND

In addition, volunteers are required to comply will all drills!

IMPORTANT



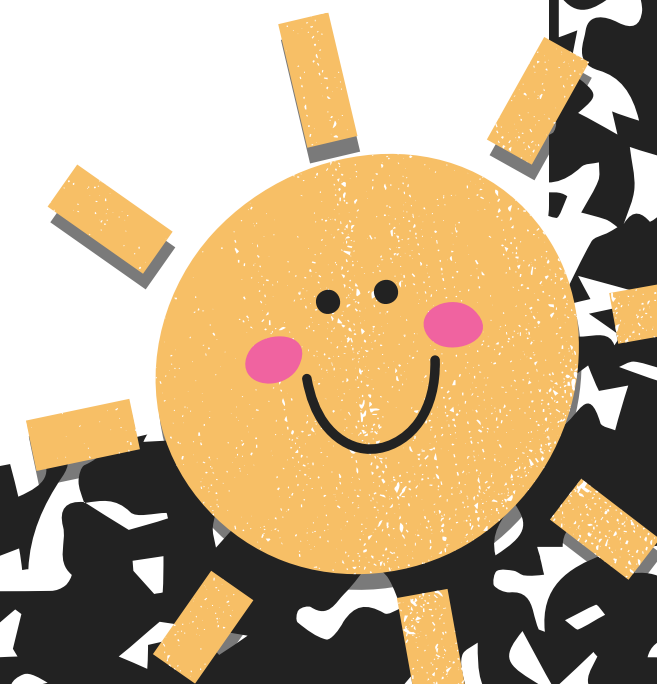


VOLUNTEER OF THE MONTH

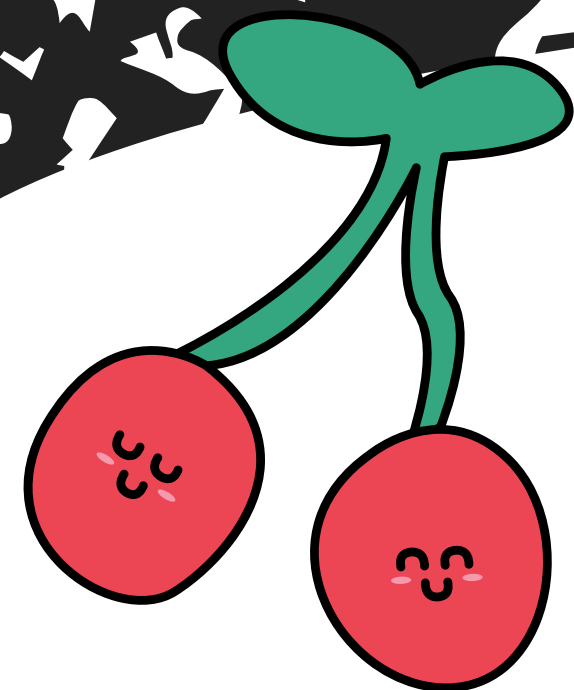
Each month a different grade level or team will select a volunteer that went above and beyond.

The volunteer of the month will get a pin and their picture on the screen in the front office.

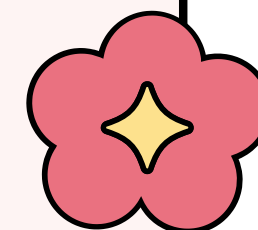
They will also get a parking spot for the month!



COOL



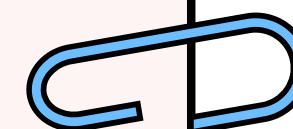
Moving along to
RoomParent info.
Please stay and listen
if you're curious,
otherwise thank you
so much for coming!

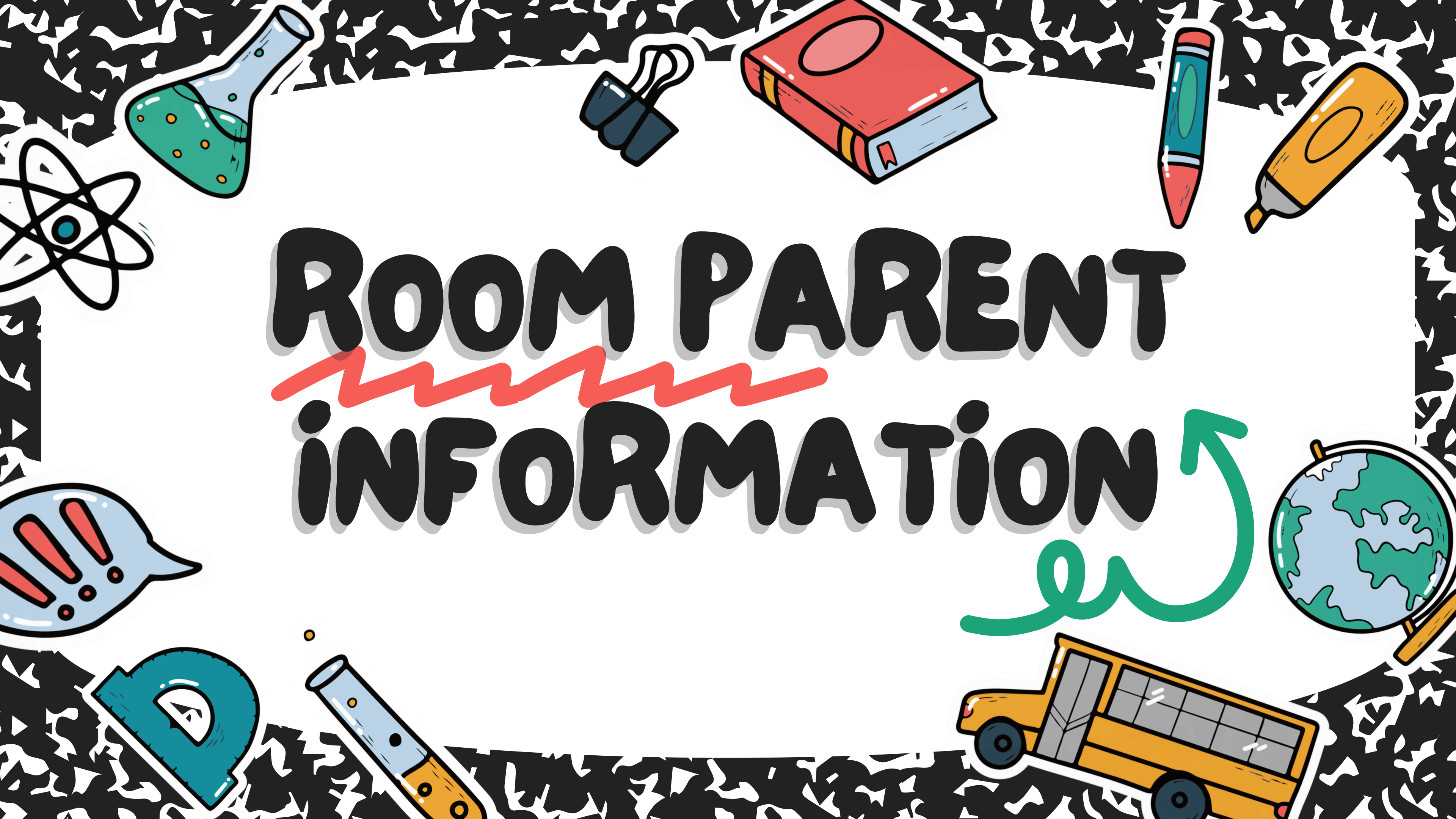


Save

Stefanie

volunteers@binksforestpta.com





ROOM PARENT

information

HEY! i'm MERi!



**i AM ONE OF THE ROOM PARENT
COORINDATORS**

HEY! i'm NICOLE!



**i AM ONE OF THE ROOM PARENT
COORINDATORS**

Official Email:

roomparents@binksforestpta.com

Cell Numbers:

Meri- 561-313-9200

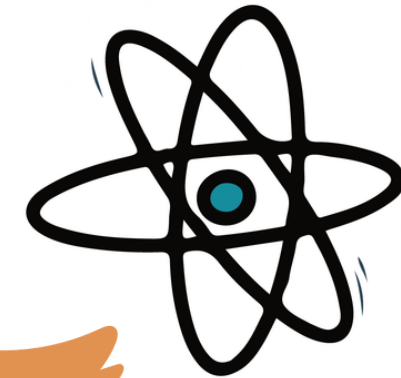
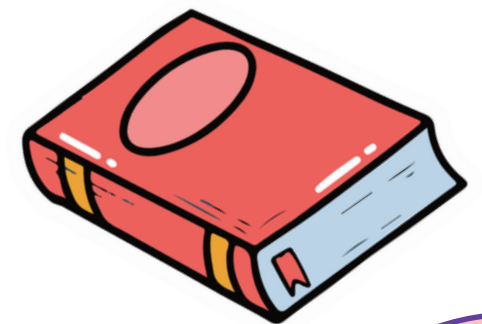
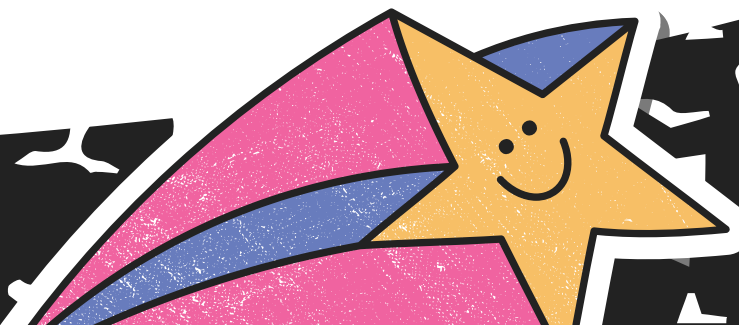
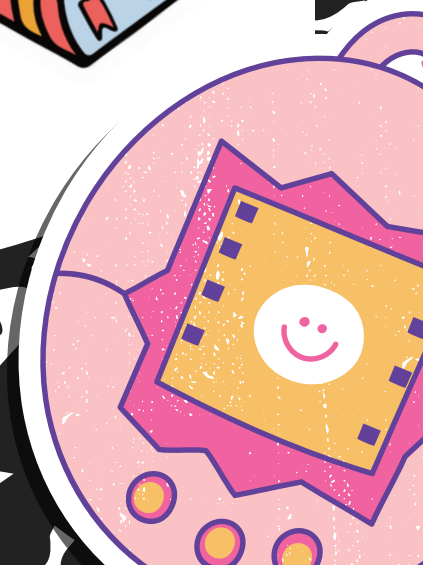
Nicole- 561-818-6343

Fun Fact:



We prefer texts

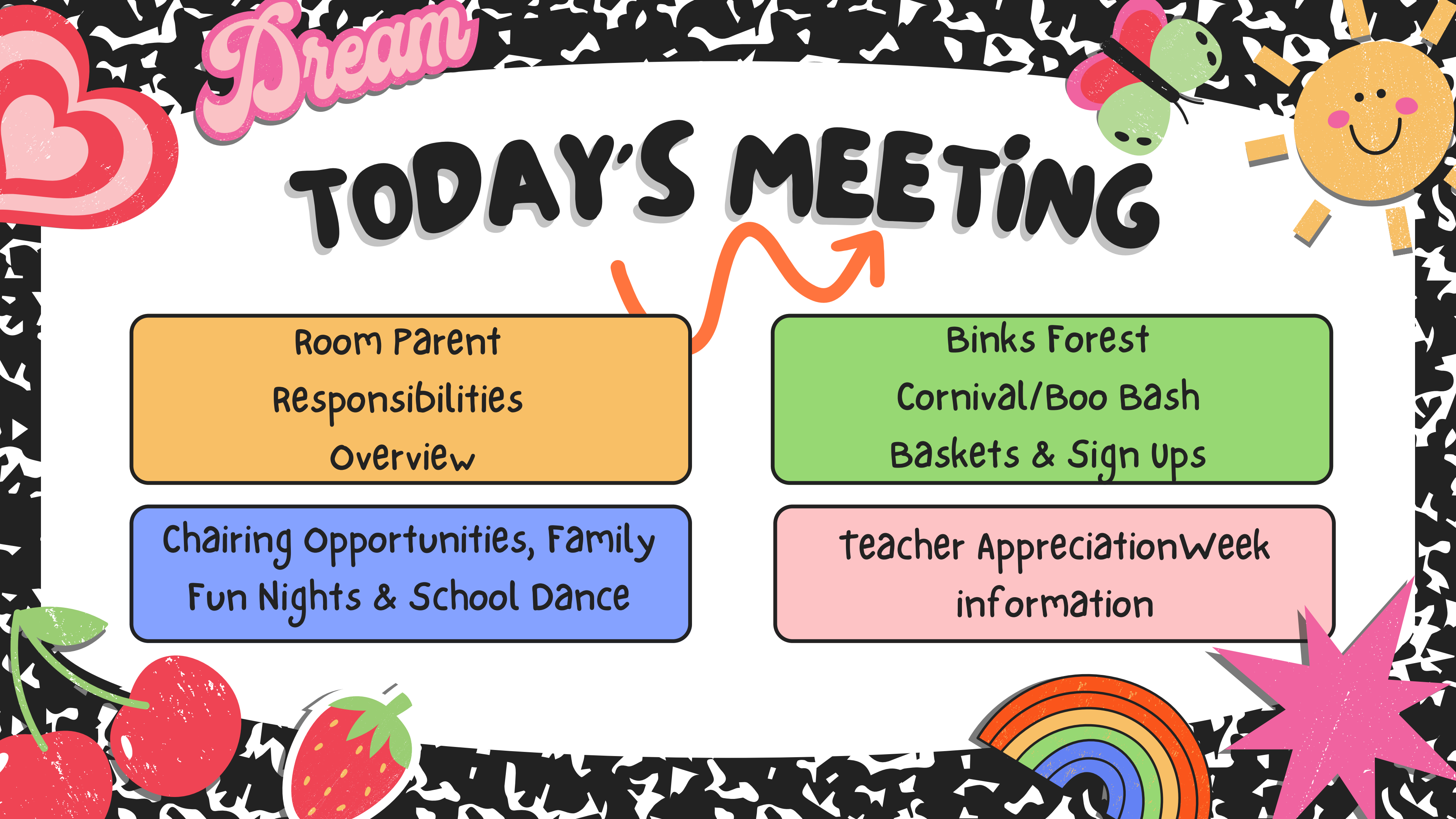
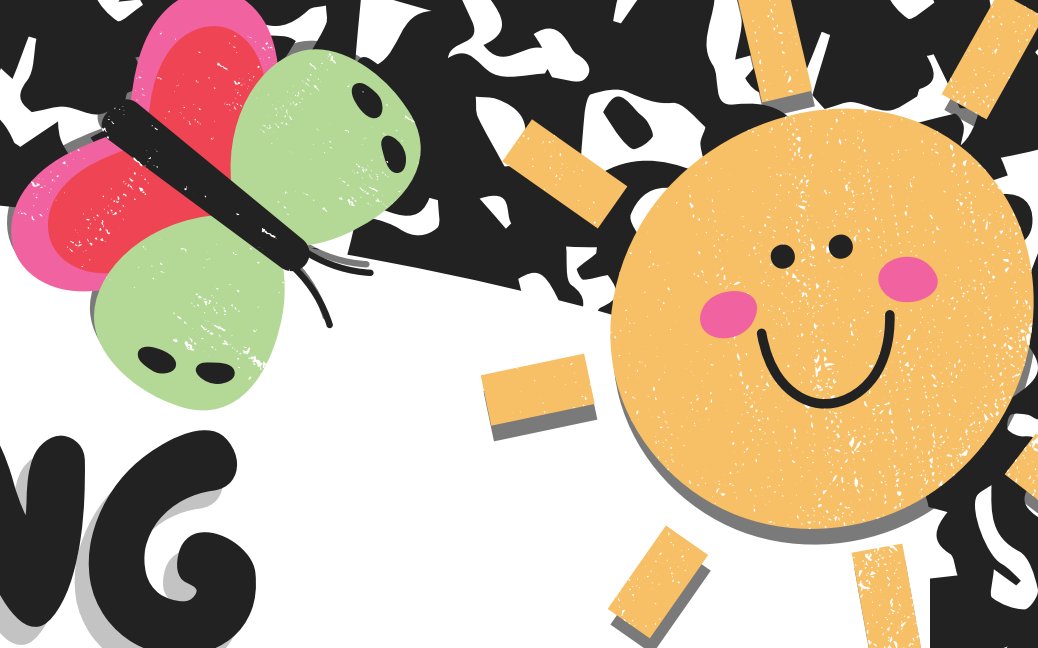
COOL





Dream

TODAY'S MEETING



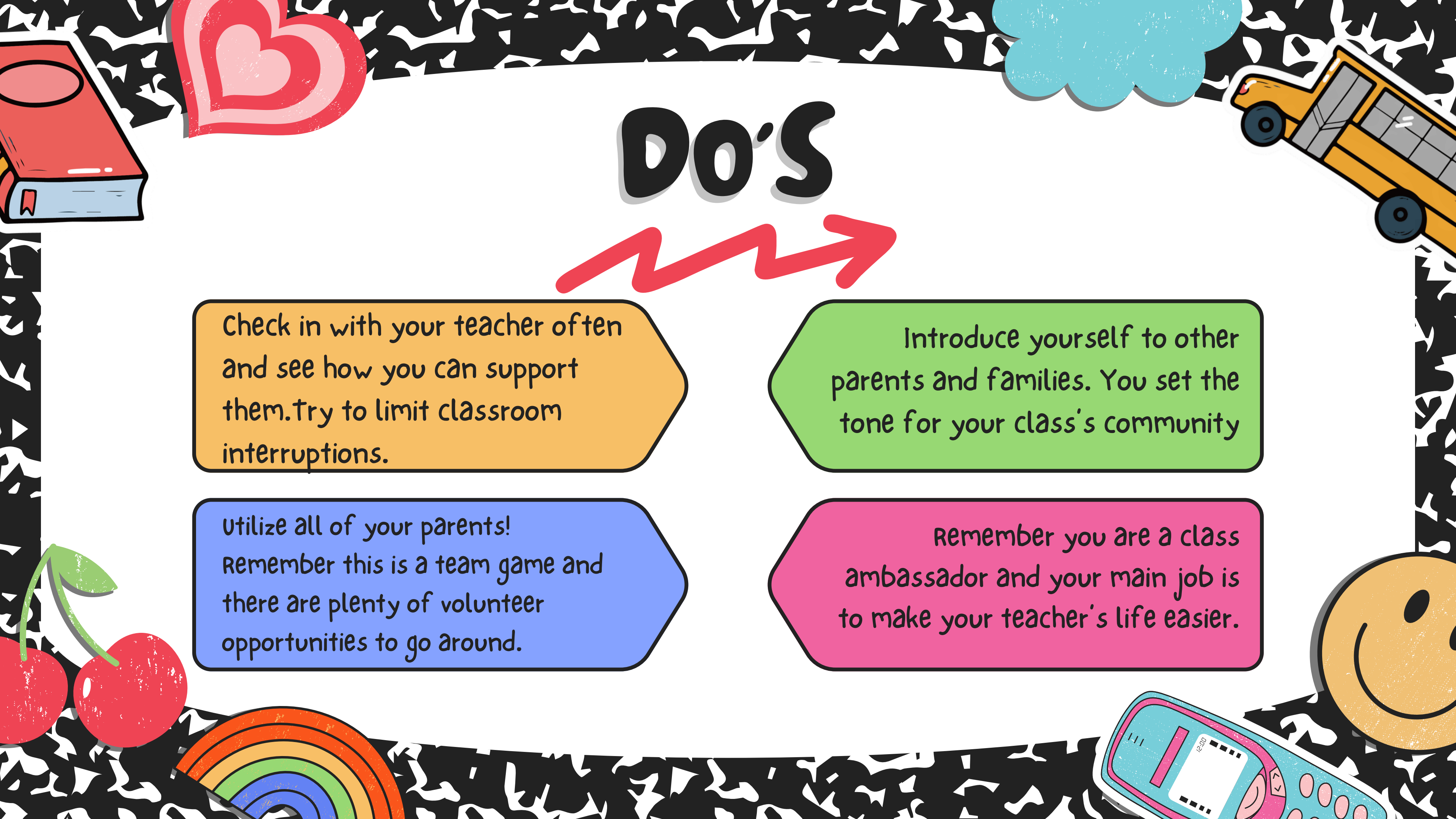
Room Parent
Responsibilities
Overview

Chairing Opportunities, Family
Fun Nights & School Dance

Binks Forest
Cornival/Boo Bash
Baskets & Sign Ups

teacher Appreciation Week
information





Do's

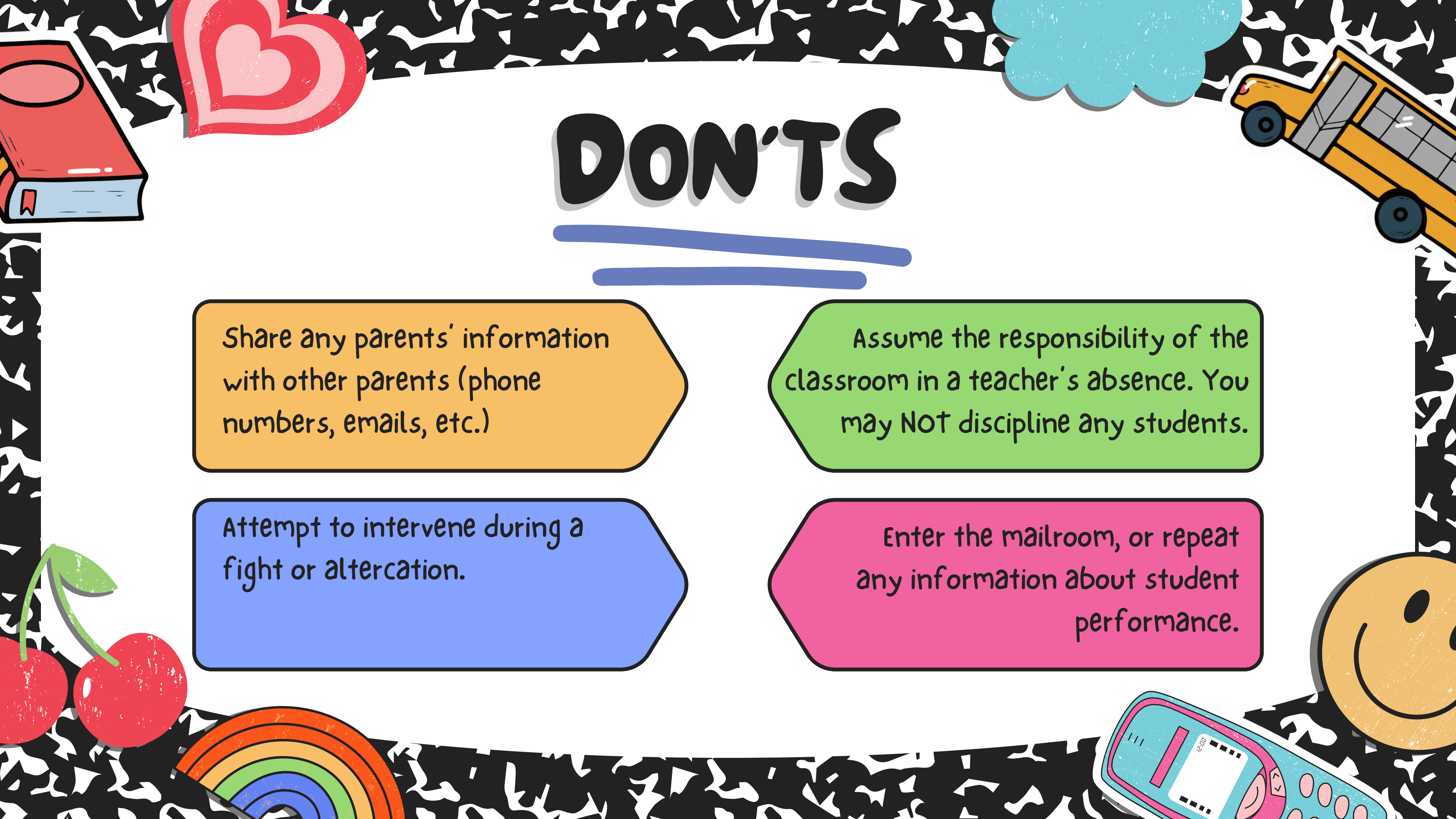


Check in with your teacher often and see how you can support them. Try to limit classroom interruptions.

Introduce yourself to other parents and families. You set the tone for your class's community

Utilize all of your parents! Remember this is a team game and there are plenty of volunteer opportunities to go around.

Remember you are a class ambassador and your main job is to make your teacher's life easier.



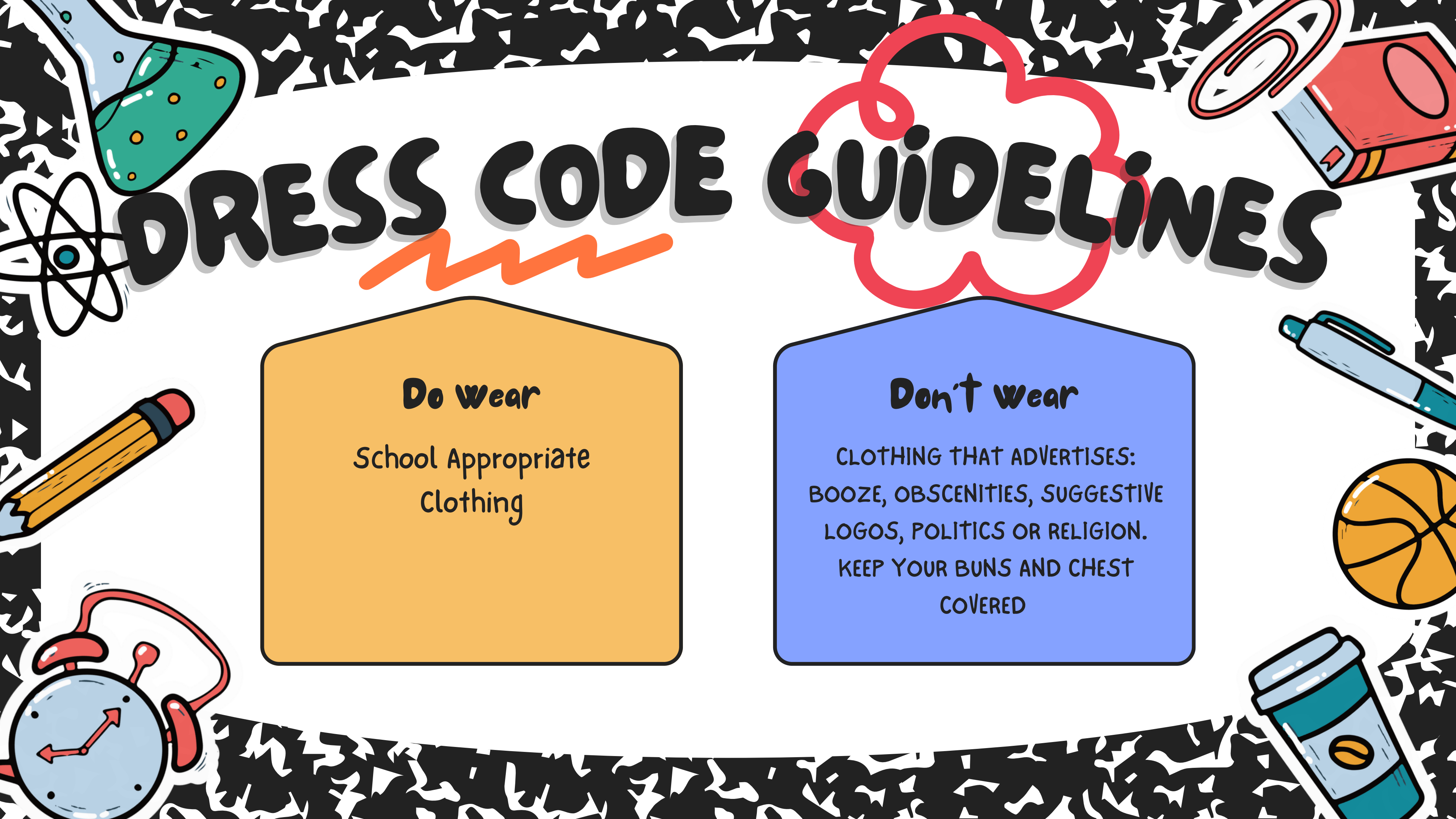
DON'TS

Share any parents' information with other parents (phone numbers, emails, etc.)

Assume the responsibility of the classroom in a teacher's absence. You may NOT discipline any students.

Attempt to intervene during a fight or altercation.

Enter the mailroom, or repeat any information about student performance.



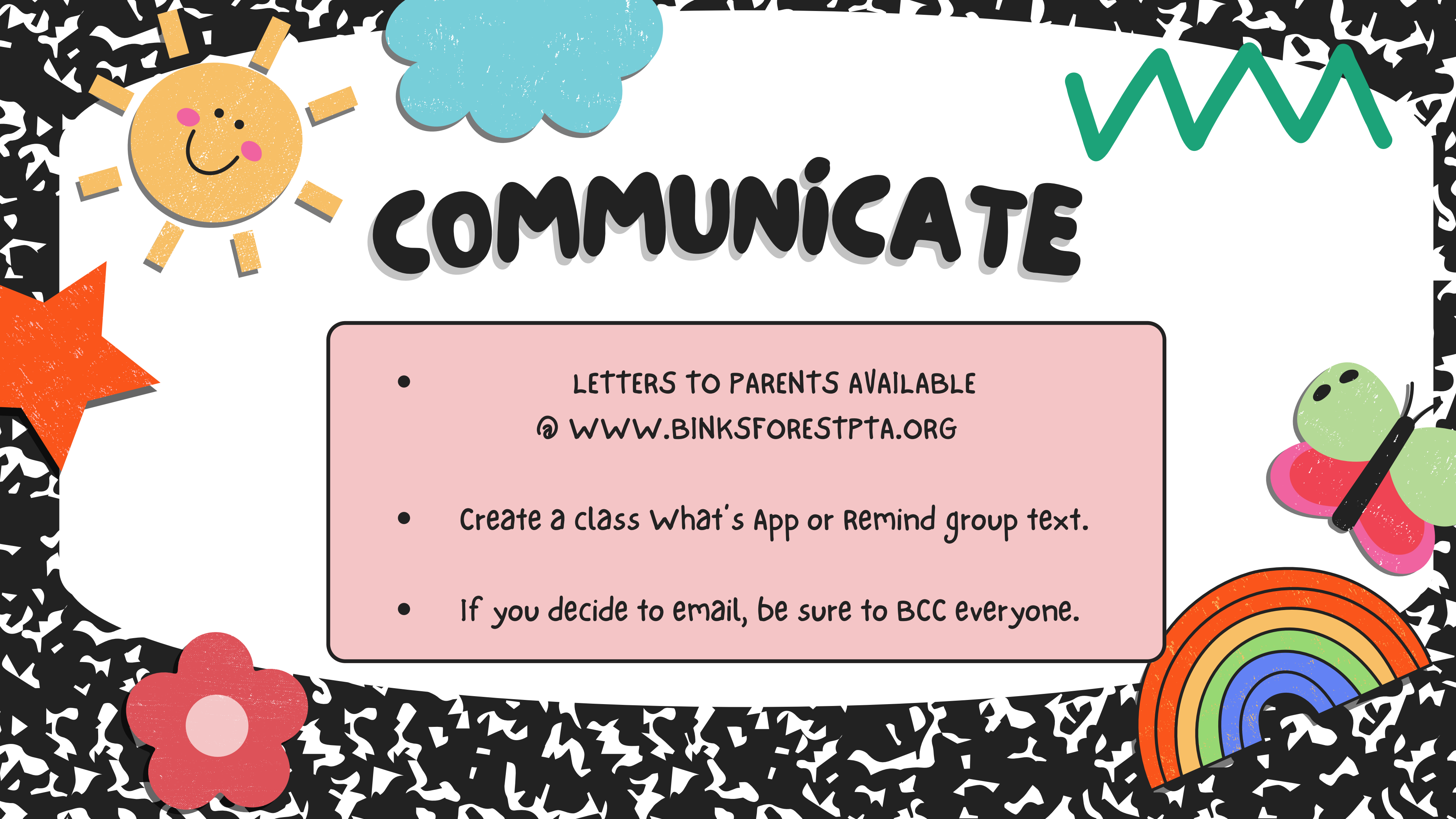
DRESS CODE GUIDELINES

Do Wear

School Appropriate
Clothing

Don't Wear

CLOTHING THAT ADVERTISES:
BOOZE, OBSCENITIES, SUGGESTIVE
LOGOS, POLITICS OR RELIGION.
KEEP YOUR BUNS AND CHEST
COVERED

A decorative border surrounds the central text box. It includes a smiling sun with rays in the top left, a blue cloud in the top center, a green zigzag line in the top right, a large orange star on the left, a red flower in the bottom left, and a rainbow in the bottom right. The background is white with a black and white patterned border.

COMMUNICATE

- LETTERS TO PARENTS AVAILABLE
@ WWW.BINKSFORRESTPTA.ORG
- Create a class What's App or Remind group text.
- If you decide to email, be sure to BCC everyone.

NEW THIS YEAR

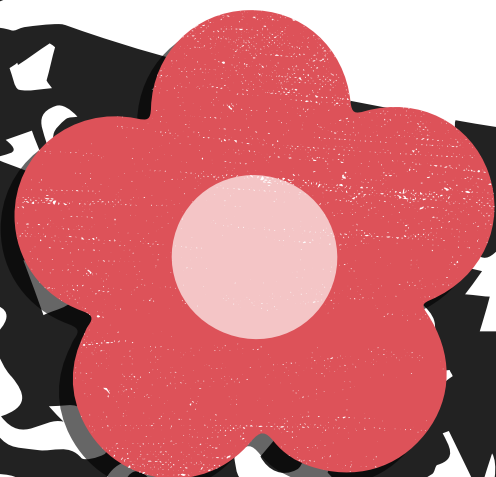
Room Parent Calendar
2026-2027

August 14: PTA General Meeting 8:15 AM *Send Birthday Letter at least 10 days before your teacher's birthday.	September 2: Volunteer & Room Parent Meeting 8:15 AM & 1:00 PM 2-11: Send Home Room Parent Intro Letter/One and Done Collection 22: Send Home Carnival Basket Letter	October 5: Send Carnival Basket Reminder 13: Send Final Carnival Basket Reminder 22: Carnival Basket Drop- off 8:15AM/1PM/3:30PM 23: Carnival Basket Drop- off 8:15AM/1PM/3:30PM
November 30: Send Home Holiday Gift Donation Letter	December 7: Holiday Gift Reminder 14: Holiday Fine Arts Money Due. Please use envelope in your folder. <i>HAPPY Holidays</i>	January *Start Planning & Working On Yearbook Page
February 19: Yearbook Page Due Please check guidelines page and email to: Mary.Croft@ PalmBeachSchools.org	March 9: TAW Room Parent Mtg 8:15 AM & 1:00 PM 29: TAW Donation Letter Sent Home	April 5: TAW Donation Reminder 16: TAW Fine Arts Donation Due. Please use envelope in your folder. 23-24: TAW Decorating 26-30: TAW
May 7: Volunteer Brunch- We look forward to seeing you all there!	For editable versions of the Room Parent Letters, please scan this QR code, and edit in Canva. Thank you!	

SCAN ME



**SCAN HERE FOR
ALL OF THE LETTERS**



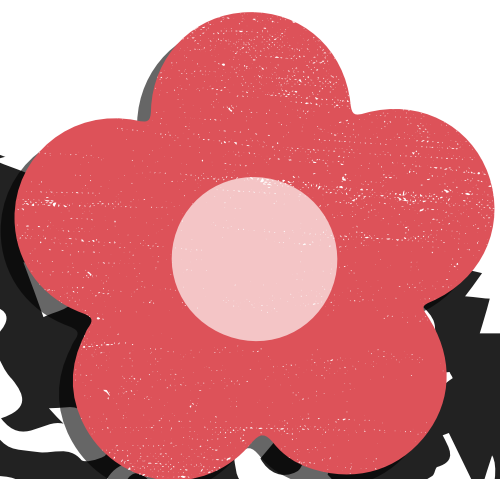


CLASS TEXT ETIQUETTE

- keep all communication positive! 😊
- the purpose of the chat is to collaborate, coordinate volunteer opportunities, share reminders, and connect to best support the teacher and students.
- this is NOT a forum to vent or complain.
keep it school appropriate.



*be
kind



HELPFUL TOOLS



www.Signup.com

**MANAGE DONATIONS AND
VOLUNTEER REQUESTS**

**SENDS REMINDER EMAILS
AND ITS FREE!!**





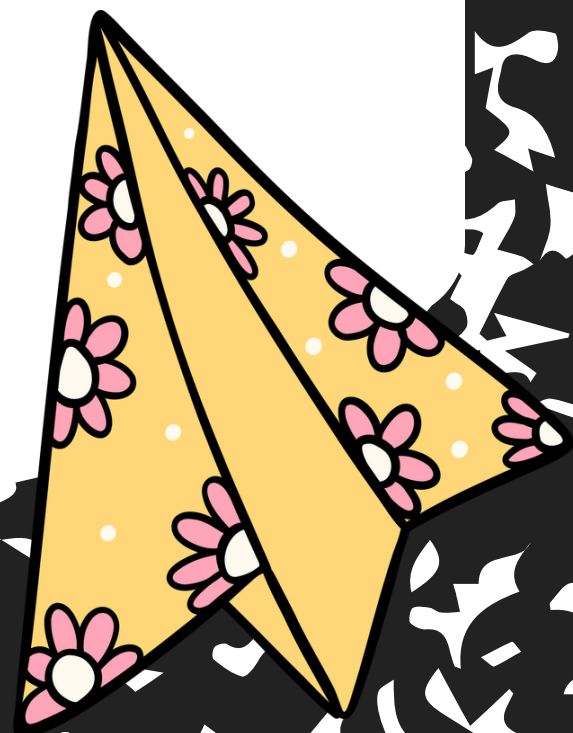
COPY ROOM TRAINING

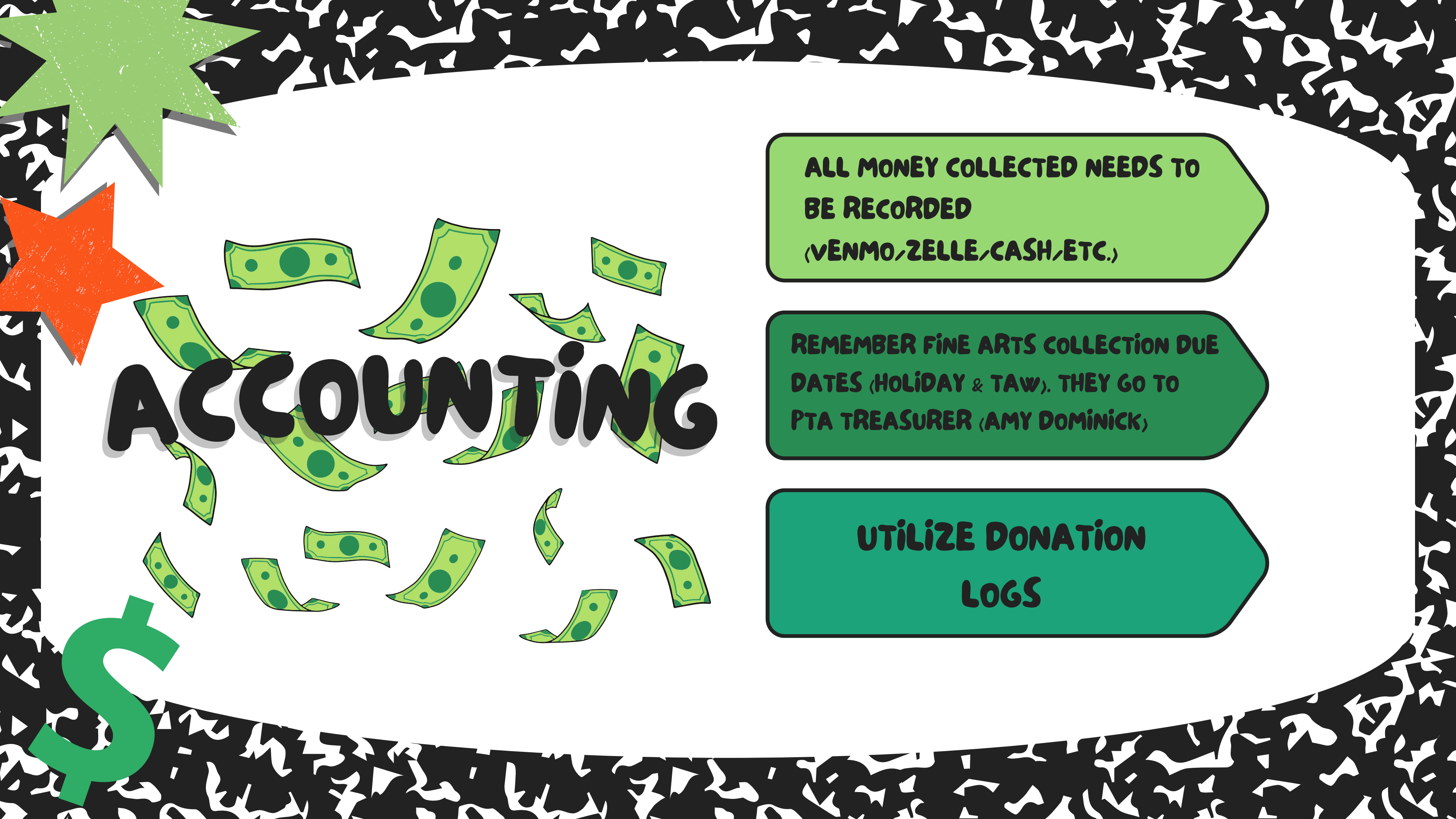


**WE WILL OFFER AN
OPTIONAL COPY ROOM
"TRAINING" IF YOU ARE NEW
TO MAKING COPIES.**



Please email us
if you are
interested



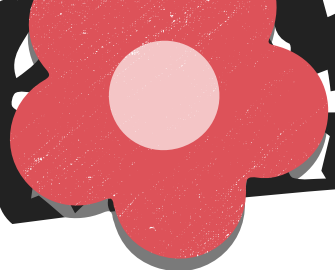
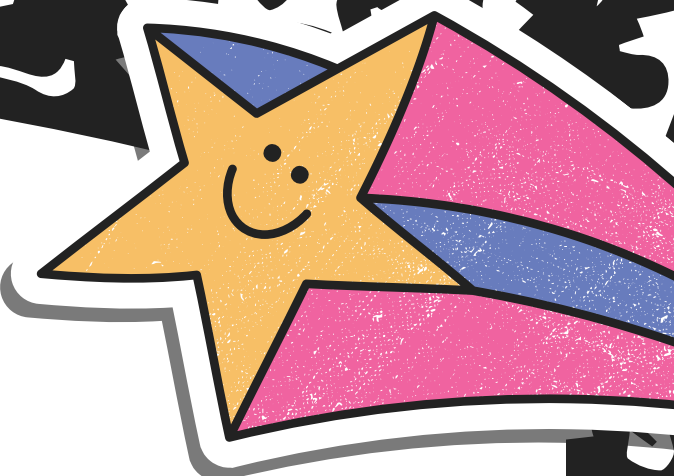


ACCOUNTING

**ALL MONEY COLLECTED NEEDS TO
BE RECORDED
(VENMO, ZELLE, CASH, ETC.)**

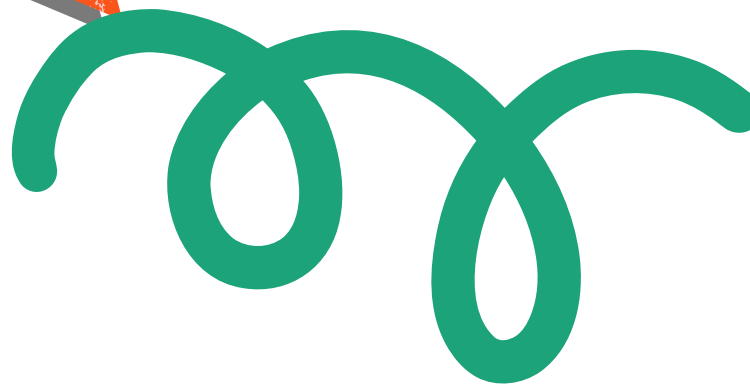
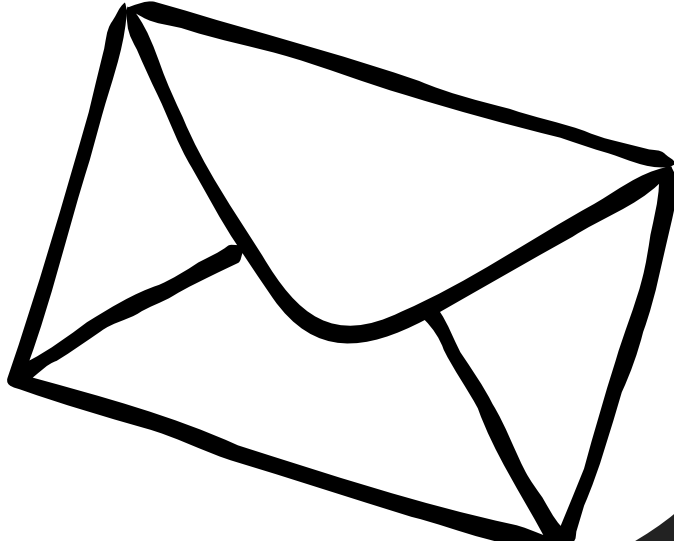
**REMEMBER FINE ARTS COLLECTION DUE
DATES (HOLIDAY & TAX). THEY GO TO
PTA TREASURER (AMY DOMINICK)**

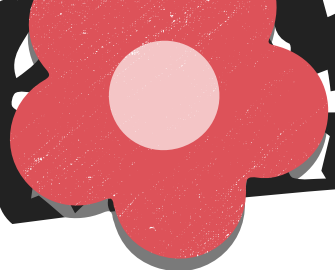
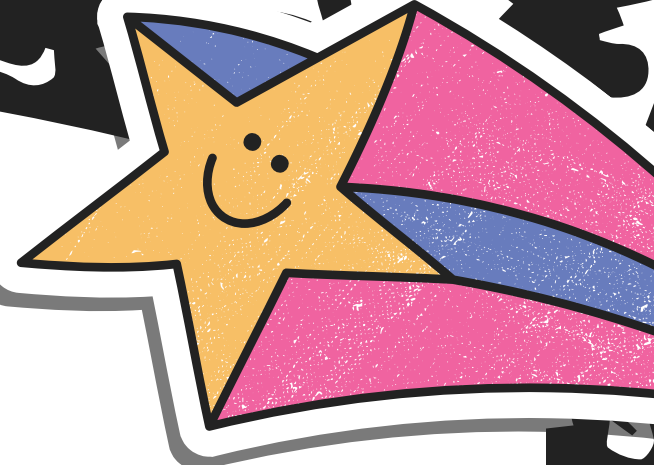
**UTILIZE DONATION
LOGS**



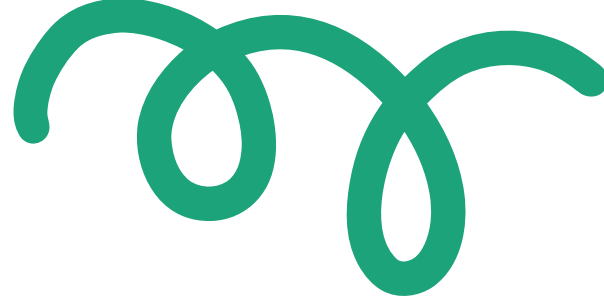
FINE ART DONATIONS

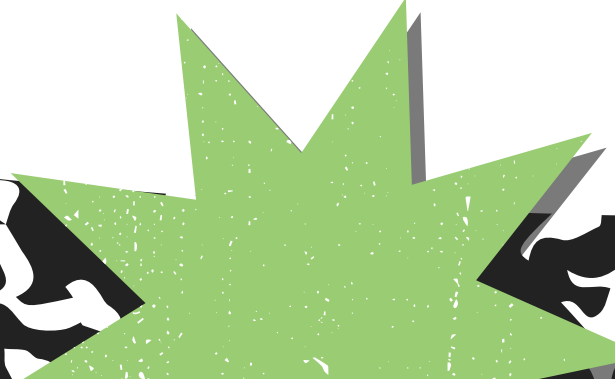
PLEASE MAKE SURE ALL
FINE ART DONATIONS ARE
CASH. WE CANNOT ACCEPT
CHECK OR ZELLE/VENMO,
THANK YOU!!

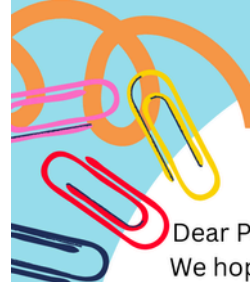




INTRO LETTER



- SEND OUT NEXT WEEK
 - EMAIL OR SEND IN WHAT'S APP AND SEND HARD COPY HOME IN STUDENTS' FOLDERS
- 
- 
- 
- 
- 



Binks Forest Elementary School
A Note from your 25/26 Room Parents
September 2, 2026

Dear Parents,

We hope your school year is off to a great start! We are writing to introduce ourselves as your room parents. We are here to make sure **[INSERT TEACHER'S NAME/GRADE]** class has the best year ever! This includes helping organize volunteer support and participation for activities, events and parties throughout the year, as well as showing our appreciation with gifts for our teacher's birthday, holiday and Teacher Appreciation Week.

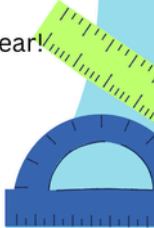
We will coordinate classroom volunteers throughout the year, so please watch for these notices in your child's folder. We will be communicating through emails and/or group chats. If you haven't already done so, please return the communication permission form sent home by our teacher.

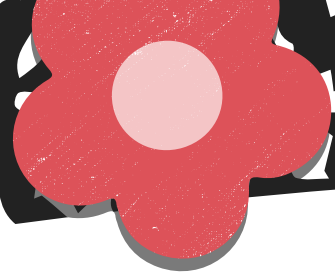
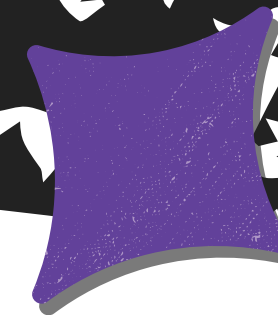
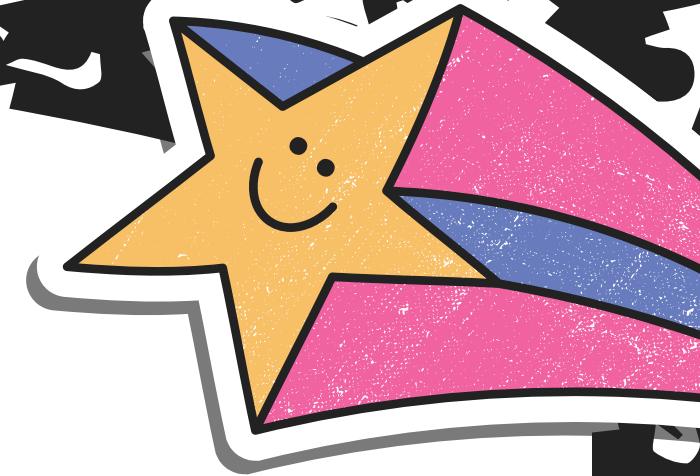
This year we are offering a "One and Done" option. If you would like to send in a 'One and Done' contribution for the four occasions we collect money for: Birthday (15), Holiday (25), Carnival Basket (15) and Teacher Appreciation Week (25) the total is \$80. This is absolutely voluntary and we will still be sending home letters for each of the collections individually as they come up on the calendar. If you would like to send a one time donation of \$80 to cover all of the above mentioned contributions, please send it one of the following ways:

[INSERT VENMO/ZELLE INFO] or send cash to school in an envelope labeled Room Parent and your child's name written on it.

Thanks so much for your support. We look forward to a wonderful year!
If you have any questions, please feel free to contact us.

[LEAD PARENT NAME]
[CO-PARENT NAME]
Room Parents
Email address/Phone Numbers

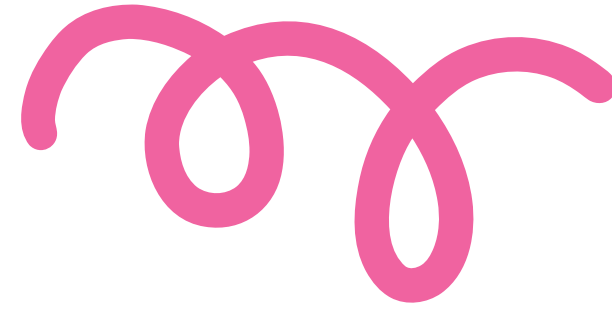




ONE AND DONE

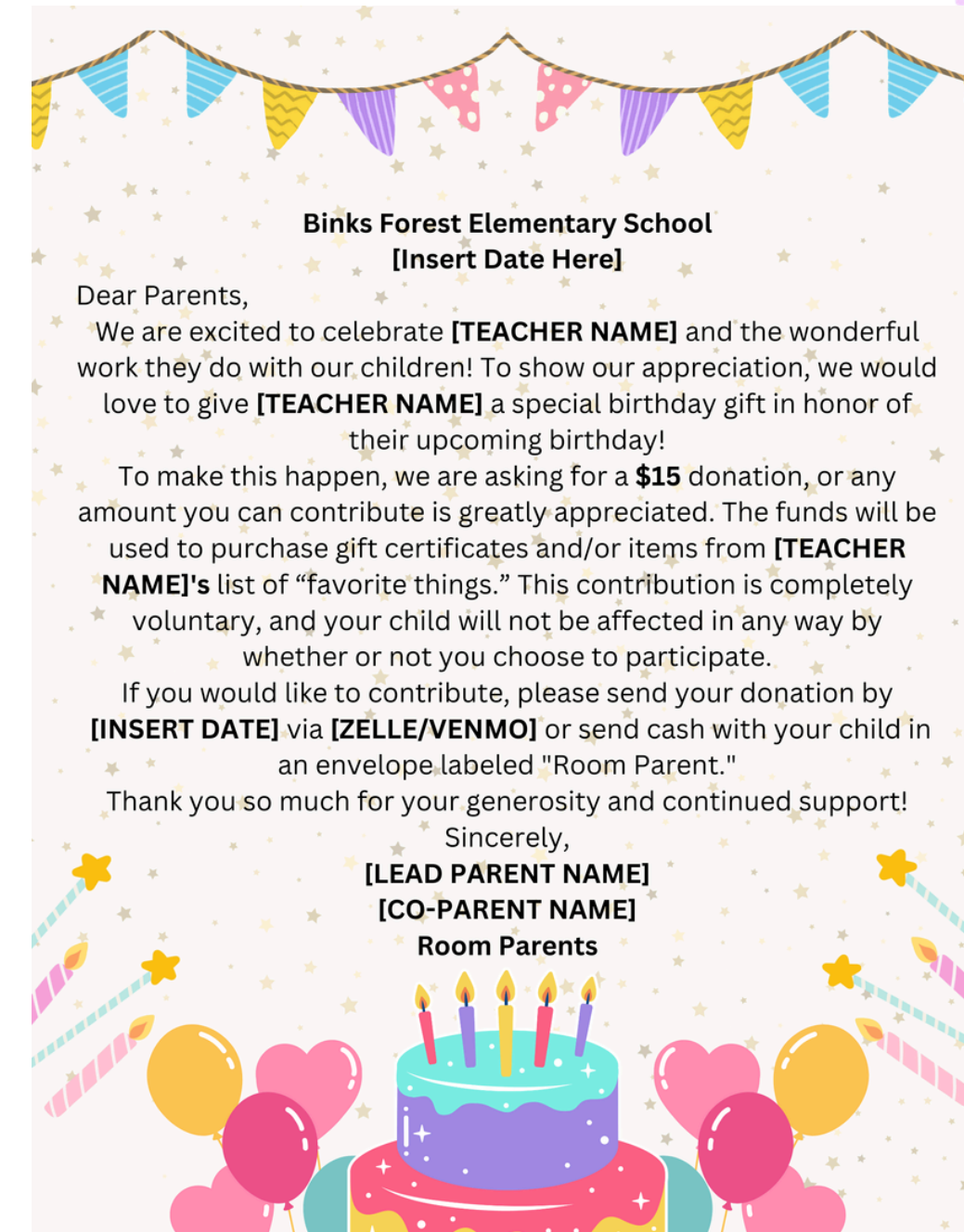
- IF YOU WOULD LIKE TO IMPLEMENT A ONE TIME COLLECTION AMOUNT OF \$80 PER STUDENT AT THE BEGINNING OF THE YEAR, YOU MAY DO SO! THIS WILL KEEP YOU FROM HAVING TO ASK FOR MONEY MULTIPLE TIMES THROUGHOUT THE SCHOOL YEAR.
- PLEASE MAKE SURE TO KEEP CLEAR RECORDS OF ALL MONEY COLLECTED AND SPENT!

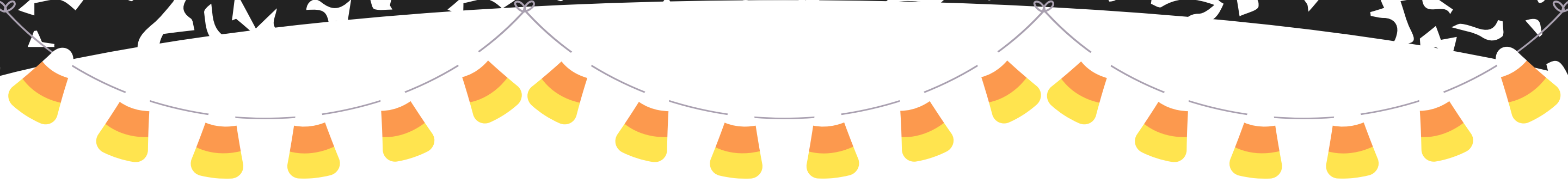




BIRTHDAY LETTER

- **IF YOUR TEACHER'S BIRTHDAY FALLS OVER A BREAK, GET CREATIVE (HALF BIRTHDAYS, APRIL FOOL'S DAY, ETC.)**
- **SEND LETTER HOME TWO WEEKS PRIOR AND INCLUDE A RETURN ENVELOPE**
- **USE FAVORITE THINGS SHEET TO GO SHOPPING**
- **DELIVER GIFT IN THE MORNING AFTER DROP OFF AND HAVE STUDENTS PRESENT GIFT**





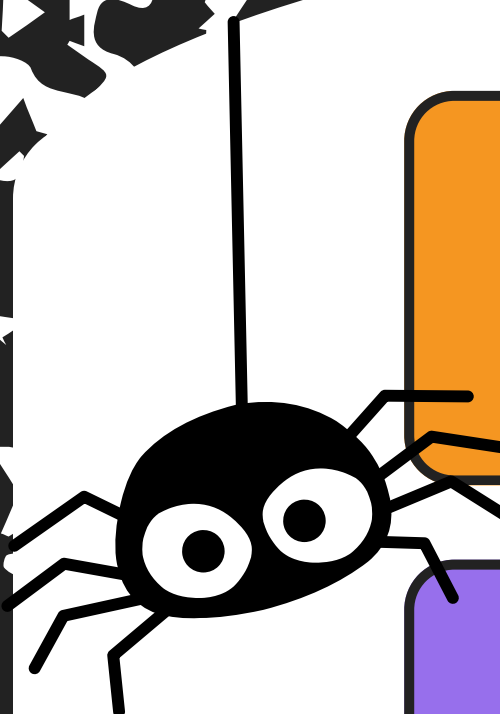
BOO BASH & CANDY CORNIVAL



SAVE THE DATE:
OCTOBER 24TH
2 PM to 5 PM



CANDY CORNIVAL LETTER



**SEND THIS LETTER OUT:
SEPTEMBER 22ND**

**ASK FOR CASH OR CREATE
SIGN UP FOR YOUR BASKET
ITEMS**

**REMINDER COLLECTION
LETTERS GO OUT OCTOBER
5TH AND 13TH**



**Binks Forest Elementary School
Boo Bash & Candy Corn Carnival
September 26, 2026**

Dear Parents,

The Boo Bash & Candy Corn Carnival is one of PTA's biggest fundraising events for the school year. As part of the Binks Carnival, each classroom creates a basket for the super popular Basket Drawing. Our theme is **[BASKET THEME NAME HERE]**.

Please send in a voluntary donation in the amount of \$15 or any other amount of your choosing, so that we may purchase the items needed for our basket. Or you can send in any of the following suggestions to be used in our class basket. **[CREATE A SPECIFIC LIST OF NEEDS FOR YOUR BASKET]**

We gratefully request that donations be sent by: **[DATE]** in one of the following ways: **[INSERT VENMO/ZELLE INFO.]**

Additionally, if you own or know of a business that would like to donate items or gift cards please let us know.

Thank you so much for your support of our class and school!

[LEAD PARENT NAME]

[CO-PARENT NAME]

Room Parents

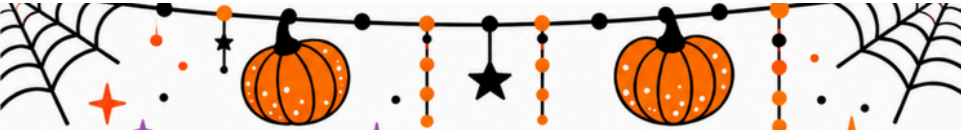


CANDY CORNIVAL BASKET INFO

GUIDELINES

DELIVERY DATES

HELPLINE



Binks Forest Elementary: PTA Boo Bash and Candy Carnival Basket Guidelines:

Dear Amazing Room Parents,

- **The Binks Forest Elementary Boo Bash and Candy Carnival will be October 24th.** Your favorite Binks Carnival Baskets are ready to party! Our popular Carnival Basket Drawing is our biggest fundraiser for academic resources for student achievement and school improvement, so let's make it another successful basket year! The following guidelines will help you get your class baskets ready:
- Choose a basket theme from the master list. If you have another great idea, please let us know.
- The letters and forms you need are on the PTA website (www.binksforestpta.org). You will edit, print, copy, and deliver these for your class to bring home.
- **Send the first donation letter on 9/22/26. Send reminders on 10/5/26 and 10/13/26.** These must be sent to the entire class even if you have already received some donations.
- We encourage you to ask for donations from businesses and contacts you know, even those outside of Wellington. If donations cannot logically be applied to your basket theme, please let us know and we can add them to a more fitting basket.
- You do not have to use a "basket" to present your items. Creativity is welcome!
- You have the option to collect funds to shop for your basket items, ask for basket items, or collect a combination of the two.
- Your basket must be accompanied by a sign that lists the contents of the basket and their approximate dollar value. Individual baskets cannot exceed \$600. If your donations exceed \$600, please create a second basket or donate some items to the committee to be added to another suitable basket.
- **Assembled and wrapped baskets need to be delivered to school on or before 10/23/26 by 3:30 PM.**

PTA is a 501c.3 organization. Please let us know if you need Tax ID information. Please call, text, or email us at roomparents@binksforestpta.com with questions. We cannot wait to see your creativity!

Your Basket Committee Chairs,
Meri Abramski (561)313-9200 Nicole Buss (561)818-6343

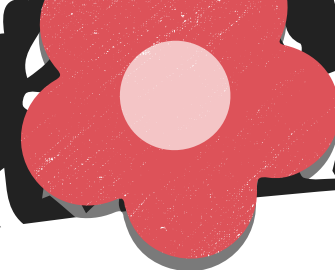
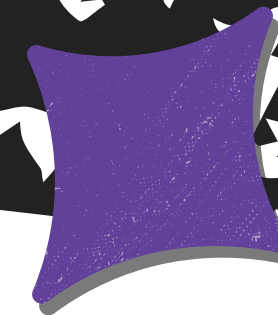
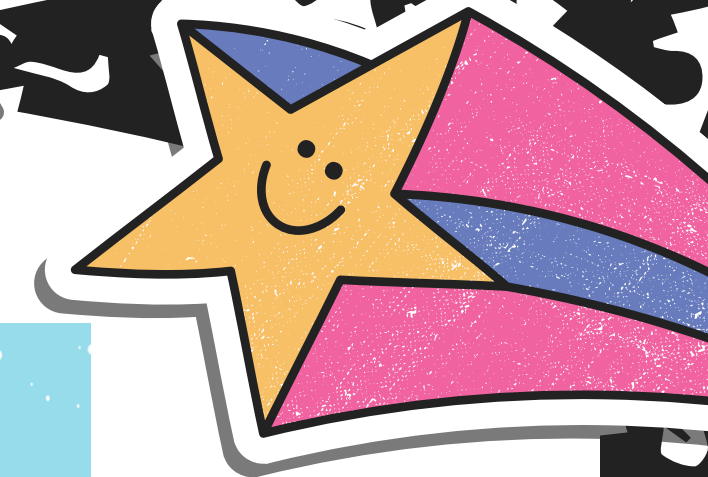


Review:

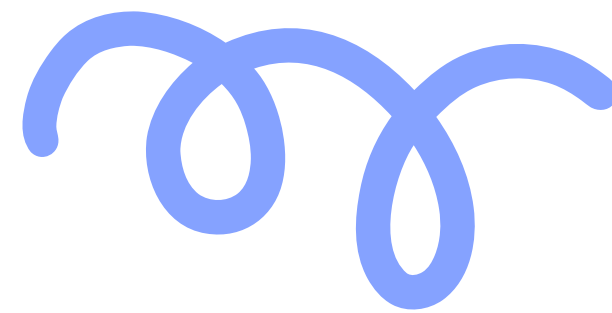
<https://forms.gle/BaPTExxjzWBe4kJe8>

BASKET INSPO:





HOLIDAY LETTER



SEND HOME: 11/30/26

SEND REMINDER: 12/7/26

**USE FAVORITE THINGS LIST WHEN
SHOPPING**

Binks Forest Elementary School
November 30, 2026

Dear Parents,

Happy Holidays! As the festive season approaches, we'd like to take a moment to show our appreciation for **[INSERT TEACHER'S NAME]** and their outstanding dedication to our children. To express our gratitude, we are organizing a holiday gift.

We are asking for a voluntary contribution of **\$25.00**, or any amount you feel comfortable giving. The funds will go toward a group gift, such as gift cards or other thoughtful items for our exceptional teacher. Included in this amount is a \$3.00 contribution toward a collective gift for our Fine Arts, ESE, ESAW, and resource teachers, whose support also greatly enriches our children's school experience.

If you'd like to contribute, please send your donation by **(DATE)** via one of the following methods:

- **[INSERT VENMO/ZELLE INFO.]**

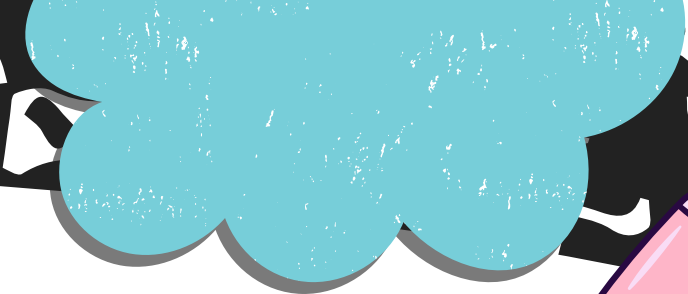
- Send cash to school in an envelope labeled "Room Parent"

Please note: participation is entirely optional. If you've already made other plans for teacher gifts, there's no obligation to join this collection. And of course, no child will be excluded from any activities based on participation.

Thank you for your continued generosity and support! If you have any questions, please don't hesitate to reach out to us.

THANK YOU,
[LEAD PARENT NAME]
[CO-PARENT NAME]
Room Parents





YEARBOOK PAGE

DUE FRIDAY FEBRUARY 20TH

- Students need to appear an equal amount of times
- You/teacher can collect group pictures throughout the year

- Use past year books for inspiration
- Have fun with it be creative

- No hand gestures please!
- Do not include on students that are not allowed to be photographed

yearbook boss lady:
Mary Beth Britt
mary.croft@palmbeachschools.org

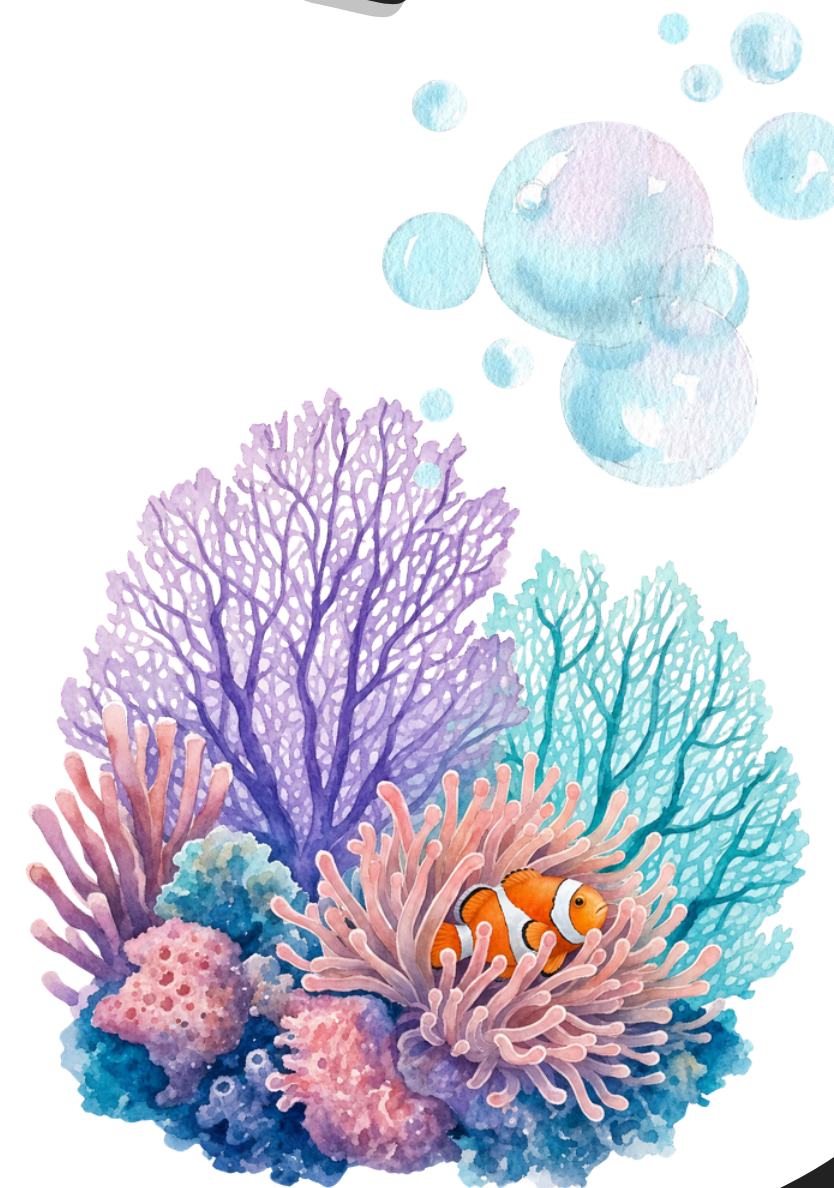
GOOD
TIMES

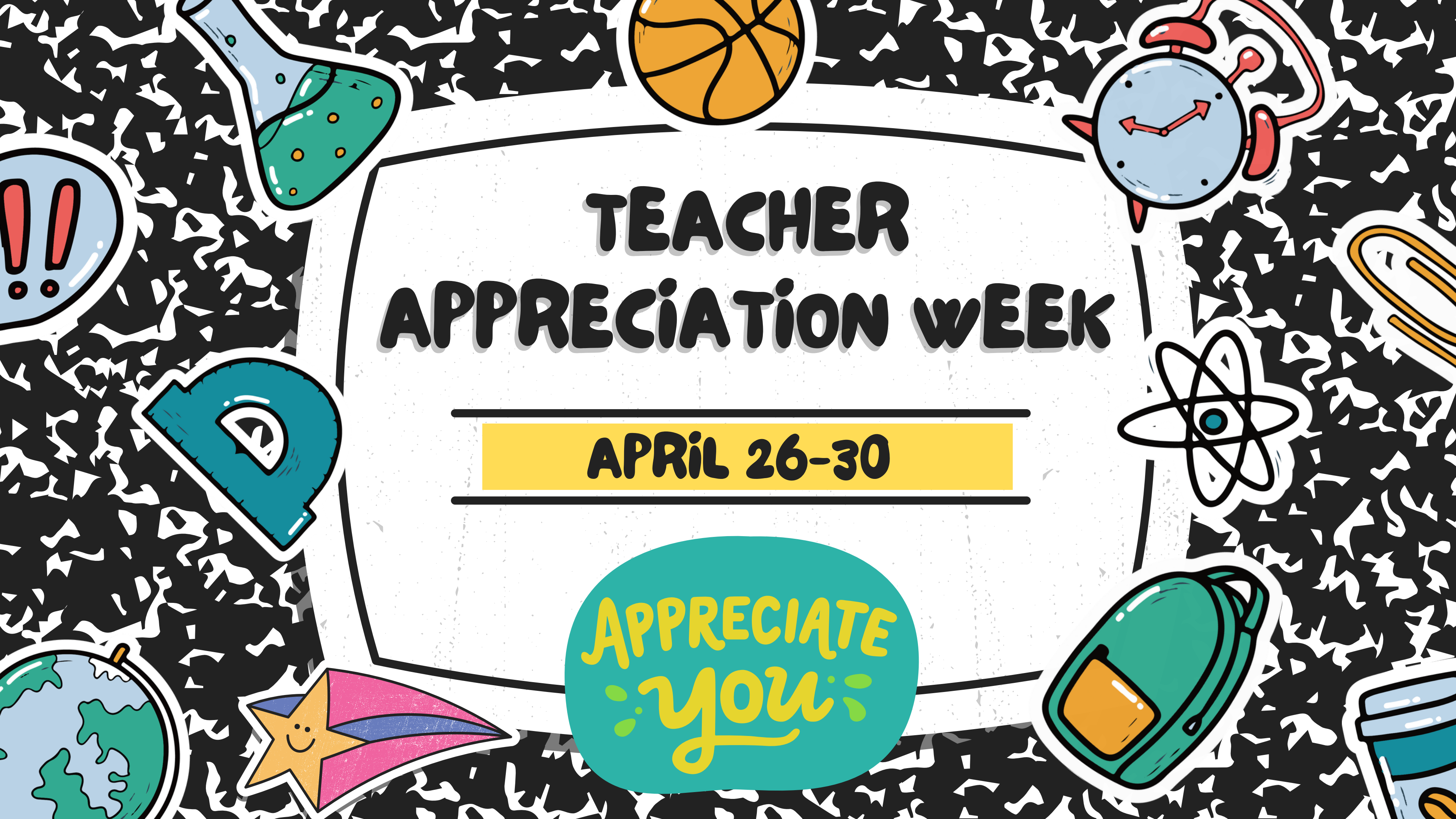


FAMILY FUN NIGHT DANCE



Save the Date:
March 12th, 2027





TEACHER APPRECIATION WEEK

APRIL 26-30

APPRECIATE
you

WHAT IS TAW?

A WEEK DEDICATED TO
CELEBRATING OUR INCREDIBLE
TEACHERS AND STAFF.
ROOM PARENTS AND VOLUNTEERS
DECORATE CLASSROOM HALLWAYS
AND DELIVER SPECIAL GIFTS TO
THEIR TEACHERS EACH DAY.



THROUGHOUT THE WEEK TEACHERS
AND STAFF ARE TREATED TO CATERED
BREAKFAST AND LUNCHEES, PLAY
GAMES FOR PRIZES AND ARE
SHOWEDED WITH THANKS!



TAW MEETING

**SUPER IMPORTANT MEETING:
MARCH 9th 8:15 AM AND 1 PM**

**AT THIS MEETING WE WILL GO OVER ALL
IMPORTANT INFORMATION: GIFTS,
DECORATING, TIMELINES, ETC.**

**MARK YOUR CALENDARS NOW AND
PLEASE MAKE SURE YOU ARE THERE!**

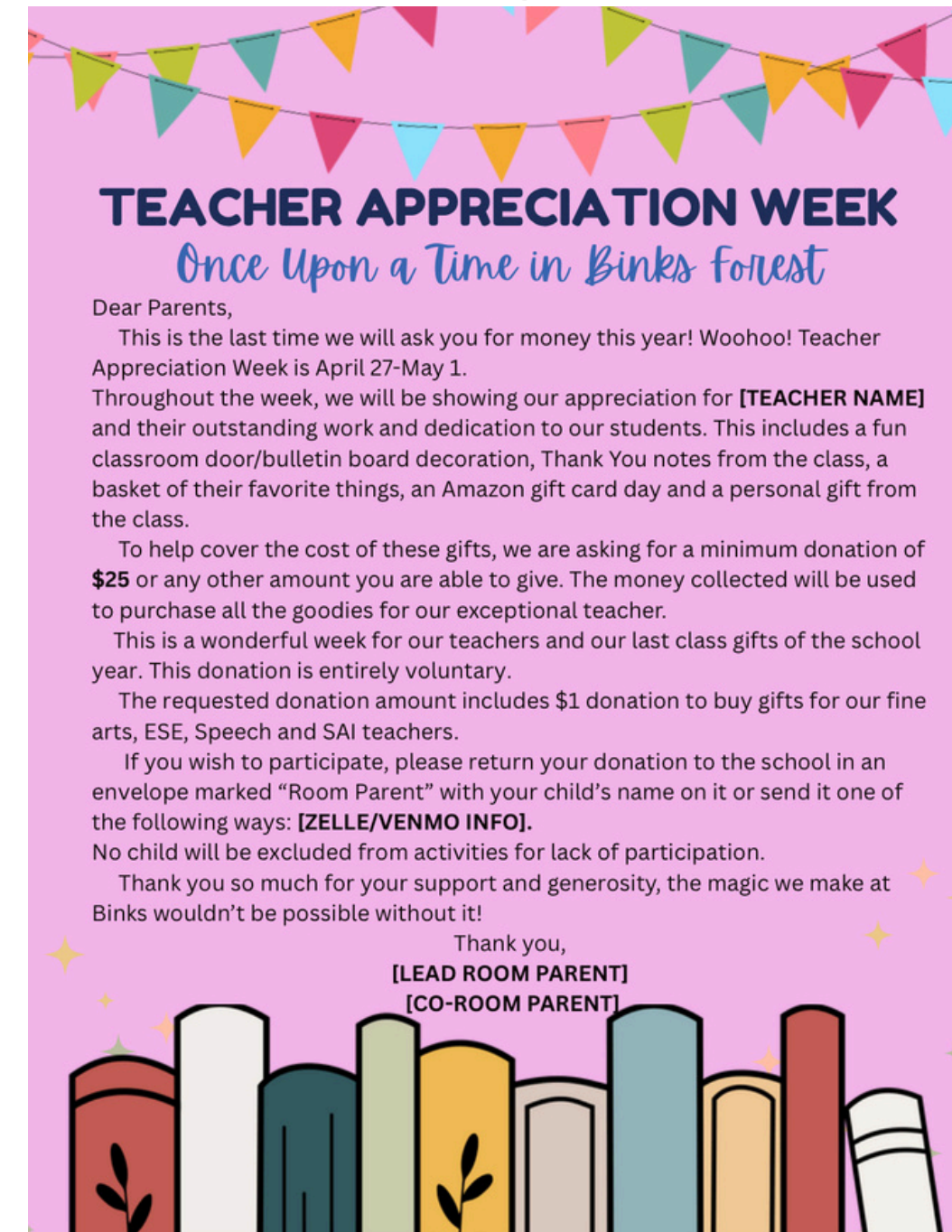


TAW LETTER

SEND THIS HOME ON MARCH 29TH.

SEND REMINDER TEXT, EMAIL, OR
WHATSAPP ON APRIL 5TH.

GIFTS ARE SENT IN EACH DAY
DURING THE WEEK OF APRIL 26TH



TAW COMMITTEE

MERi ABRAMSKI: 561-313-9200

NiCOLE BUSS: 561-818-6343

ALWAYS LOOKING FOR MORE HELP SO IF YOU WOULD LIKE TO BE
INVOLVED, PLEASE REACH OUT TO US!



ROOM PARENT SHIRTS

AS A THANK YOU FOR ALL THAT YOU DO,
WE WANT TO GIVE YOU EACH A SHIRT!
PLEASE MAKE SURE TO WRITE YOUR NAME
AND WHAT SIZE UNISEX T-SHIRT YOU WEAR
BEFORE YOU LEAVE TODAY!





QUESTIONS/CONCERNS?

IF YOU ARE SECOND GUESSING YOUR LIFE CHOICES RIGHT NOW,
PLEASE DO NOT PANIC. WE WILL BE HERE HELPING YOU EVERY SINGLE
STEP OF THE WAY! PLEASE FEEL FREE TO STAY AFTER THIS MEETING
IF YOU WOULD LIKE TO DISCUSS ANYTHING IN FURTHER DETAIL.

team

work





THANK YOU!!!

**OUR VOLUNTEERS ARE WHAT REALLY
MAKES BINKS FOREST SO SPECIAL!
WE COULDN'T DO IT WITHOUT ALL OF YOU!
REMEMBER, WE ARE ALL IN THIS
TOGETHER!**