



HTSA Classroom Liaison (2016 - 2017)

As a parent, grandparent or family member of a Holy Trinity Student, you are automatically a member of the Holy Trinity School Association (HTSA), which makes you an important part of The Learning Triangle (i.e., parental involvement) in your child's social life. HTSA strives as a parent organization to build the best school and community for us all. Your decision to serve as a Classroom Liaison would go a long way to support the education, social and spiritual development of our children.

Classroom Liaisons serve an important role by fostering communication and strengthening the connection between parents, teachers, students and the administration of HT. The Liaison would help HTSA communicate news about upcoming HT school events, participating in a school activity, and in some cases, helping to recruit volunteers. Examples of HT school events and /or activities the Liaison may be involved as follows:

- Volunteer within the classroom (in accordance with teacher's direction)
- Communicate HTSA reminders of an upcoming event
- Coordinate or participate in classroom parties
- Recruit volunteers for HTSA and HT events such as:
 - Scholastic Book Fairs
 - Homecoming
 - Santa's Secret Shop/Breakfast
 - Sporting events/Skate parties
 - Drama
 - 5k Run
- Become a guest reader once per month

If you are interested in participating in this capacity, please complete this form and return to the administrative office of your school division by September 26, 2016. Also, by completing the form, you fully agree to abide by the confidentiality policies of HT and further agree your services are being offered on a voluntary basis without anticipation of financial consideration.

We thank you in advance for your continued support of our children, faculty and staff.

HTSA Classroom Liaison 2016 - 2017 (2 per classroom)

Name (please print): _____

Home/Cell Phone Number: _____

Email Address: _____

Classroom Teacher: _____

Grade Level: _____

Additional Enrichment Activities you would be interested in starting or participating in:



HTSA Classroom Liaison Description

Communication..... ServicePartnerships

Classroom Liaisons serve an important role by fostering communication and strengthening the partnership between parents, teachers, students and the administration of HT. **The Liaisons primary responsibility is to help HTSA communicate news about upcoming HT school events, assist the classroom teacher (as needed) to coordinate classroom activities, and in some cases, help recruit volunteers for upcoming HT events.** Classroom communication shall be accomplished via email. Please be sure to copy the HTSA email (htsa@htrinity.org) on all communication. Some of the duties of the Classroom Liaison may include, but are not limited to:

- Volunteer within the classroom (in accordance with teacher's direction)
- Communicate HTSA reminders of an upcoming event
- Coordinate or participate in classroom activities, parties, and/or field trips
- Encourage parent participation in classroom and school activities
- Recruit volunteers for HTSA and HT events such as:
 - Scholastic Book Fairs
 - Homecoming
 - Santa's Secret Shop/Breakfast
 - Sporting events – Touchdown Cafe
 - Open Mic Night/Skate Night
 - Family Movie Night/Spring Fundraiser
 - Primary School Field Day
 - End-of-the-Year Celebration

Classroom Liaison (as all parents) are encouraged to attend **HTSA meetings**.

If you are interested in participating in this capacity, please complete the HTSA Volunteer form and the attached HTSA Classroom Liaison form and return it to the administrative office of your school division. By completing this process, you fully agree to abide by the confidentiality policies of HT and further agree that your services are being offered on a voluntary basis without the anticipation of financial consideration. Each Classroom Liaison will earn your total service hours by fulfilling this responsibility. **Please obtain your classroom roster/email addresses from your classroom teacher.**

Thank you,
HTSA Board of Directors