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**CLASS GIFT COORDINATOR: CHECKLIST**

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| **October** | Check “Teacher Favorites” | * Teachers complete a list of their favorites (e.g., shops, foods), which is posted on the FG PTA Web site. * CGC should double check to make sure their teacher has a completed survey. * If not, reach out to teacher to complete one. Send answers to [communications@forestglenpta.org](mailto:communications@forestglenpta.org) for posting |
| **November** and **May** | Coordinate group gifts | Two gifts are presented to teachers (homeroom) each year from the class (holiday time & end of year).  Email parents notifying them that they may contribute to a group gift.   * Parents may submit payment to the CGC via Paypal/Chase QuickPay (optional) or via check/cash through backpack mail * CGC uses Teacher Favorites to selects and purchases gift(s). * Consider having the children make/craft something for the teacher. * CGC presents gift to teacher during last week of school prior to winter break.   This is completely optional program; parents are welcome to opt-out/purchase gifts on their own.  EC/PreK students may not be solicited for contributions. Room parents may notify parents of Teacher Favorites. |