

## **Adopt a Classroom**

### **Neighborhoods Department**

**Adopt a Classroom** is an opportunity to meet the needs of students in our neighborhood and support teachers at Highland Elementary. There are 17 classrooms at Highland.

**The Current need** is for snacks for each classroom. Due to the early or late lunch times students are struggling to stay engaged due to hunger.

**The Commitment:** This project is running from March - June 2022 (4 months). We ask that volunteers commit to providing 100 pre-packaged snacks each month for the duration of the project.

#### **The Expectations:**

##### **Communication**

- Once the volunteer has committed to “Adopt a Classroom” they will receive a confirmation email from the Neighborhoods Department with the assigned classroom information. The email will contain: room #, teachers name and teacher email. (ie. #5, Amy Willis, [awillis@salemkeizer.org](mailto:awillis@salemkeizer.org))
- The volunteer is responsible for emailing the teacher to introduce themselves and inform the teacher that they are their classroom care volunteer from Salem Alliance Church. In the memo line of the email to the teacher please write “Highland Snacks from Salem Alliance Church” for all correspondences. Let the teacher know when snacks will be brought for the March drop off (ie. I am planning on bringing snacks on Friday the 12th around 1pm. Let me know if you would prefer for me to drop these off at your classroom or at the main office with your room number written on them.)
- Teachers are extremely busy so if a response doesn't come from the teacher just go ahead and drop off the snacks at the main office at Highland Elementary with the room # of the classroom written on the top.
- Feel free near the end of the month to send an email to ask if there are any adjustments that could be made whether that be types of snacks or anything else. Again, if a response doesn't come don't worry, teachers are very busy and we don't want to burden them with extra emails.

##### **Financial**

- We are asking that volunteers provide 100 pre-packaged snacks (think granola bars, chips, fruit snacks) at the beginning of each month.
- This opportunity came unexpectedly so if possible we would love for the snacks to be donated (consider asking small groups or neighbors to join you). However, we want anyone who is excited about this initiative to jump in with us so if you would like to be reimbursed for your snacks no worries, feel free to email pics of your receipts to Courtney Lake at [clake@salemalliance.org](mailto:clake@salemalliance.org) and she will get a reimbursement check sent to you.

**Spiritual**

- That volunteers would pray regularly for their teacher and the students in their classroom.

**Questions**

If you have any questions about Adopt a Classroom feel free to contact Ashley Dalen at [Adalen@salemalliance.org](mailto:Adalen@salemalliance.org)