

Dear Families of _classroom_,

My name is _____ and I will be the Homeroom Parent for teacher's name's class this year. I am hoping that we can all work together to make this a great year for our children! If you are interested in volunteering, you will have many opportunities to do so in various ways and for different functions throughout the year. We will have three classroom parties (Halloween, Winter and End of the Year) over the course of the year.

Prior to a scheduled party I will reach out for classroom volunteers as well as provide a sign up for party supplies, activities, crafts and food/refreshment donations for each party. All classroom volunteers must have up to date clearances on file with the district. Also, please let me know if your child have any food allergies so we can plan accordingly for all classroom parties.

(Optional) To help assist the cost of these parties, I would like to ask you to send a voluntary contribution in the amount of \$5 to school in an envelope addressed to me. teacher's name will forward these envelopes to me. Your contribution will be used to defray the cost of these 3 parties in the event we cannot secure donations of the requested items for the classroom parties. Please note this voluntary contribution will be used for party supplies only. ***If we collectively decide to purchase a group gift for the teacher during the holidays and/or at the end of the year a separate donation will be requested.***

Please understand these monetary contributions and item donations are strictly voluntary and are not required. We appreciate your willingness to contribute your time and resources to make these events special and fun for our children, teachers, and staff.

If you have any questions or ideas for party activities, craft, and/or refreshments please feel free to contact me at _____. I look forward to working with all of you to make this a fun and exciting school year for all of our children.

Sincerely,

____Your Name____

Class Homeroom Parent