### A NOTE FROM Teacher’s ROOM PARENTS

September \_\_\_\_\_\_\_\_

Dear Class Parents,

We, name of Room Parents are the room parents for teacher’s name ‘s class this year and we are looking forward to working with all of you! We are writing to you to let you know that we’re starting to organize this year’s class activities and to make a few requests.

**Donations.** We are collecting a suggested donation of $20.00 from each child. This donation will support the cost of the Halloween and Valentine’s Day parties and Teacher Appreciation Day. Please send your donation in an envelope marked “Classroom Fund – Room Parent’s name” along with your child’s name in the form of cash or check (made payable to Room Parent’s name). Teacher’s name will collect the envelopes and forward them appropriately.

**Volunteers.** We will also need volunteers for planned class activities listed on the attached sheet. Volunteering for an event in the classroom or for the school is a great way to get to know your child’s classroom friends, the Wyngate community and the teachers. Please fill out the attached form and return the envelope along with your contribution by \_\_\_\_\_\_\_\_\_\_\_\_. As the year moves along, we will be in touch with you to remind you of all upcoming events and what specifically will be needed from our volunteers.

**Communications.** We will be sending all ongoing room parent correspondence and PTA/Office announcements via email. Please provide your preferred email address on the attached form or email it to Room Parent at Room Parent email address with the subject “teacher’s name”. We will use your email address to create our classroom email group to forward all important classroom information. Also, if you haven’t already, please consider joining the Wyngate Parents listserv. It is a great resource! To subscribe, send an email to wyngateparents-subscribe@yahoogroups.com.

We look forward to help making this a memorable If you have any questions or ideas, feel free to contact either of us anytime throughout the year and we will do our best to help you and incorporate your ideas. Please turn in your contribution and parent volunteer form by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. Thank you in advance for your participation and assistance. We look forward to making this a memorable year for our children!

Many Thanks,

Room Parent Name Room Parent Name

Room Parent email address Room Parent email address

phone number phone number

Parent Volunteer Form

Teacher’s Class

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below is a list of volunteer opportunities for you to support Teacher’s name and your children this year. You are invited to participate as a volunteer for multiple events. We will contact you with the volunteering specifics as the event approaches. We will make every effort to ensure all individuals who are able to volunteer, may do so.

**Please return this form by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Check as many events as you would like:

\_\_\_\_\_\_\_\_\_\_\_\_Fun Run - \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_Halloween Party - \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_Valentine’s Day Party - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_Teacher Appreciation - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_Field Trips

\_\_\_\_\_\_\_\_\_\_\_\_Other school events as needed