(teacher’s name and Grade) Class

Dear Parents,

My name is \_\_\_\_\_\_\_\_\_\_, and I am the Room Parent for \_\_\_\_\_\_\_ class. It is my responsibility to make sure that classroom parties and activities run smoothly. This year we will continue the “voluntary” donation to cover classroom parties, a holiday gift, and end of the year gift. Instead of collecting money throughout the year to cover costs, a one-time collection has worked in the past and is what we will plan to do this year.

There are three parties during the year, and a $1.00 donation toward each party is requested, for a total of $3.00 per student. Party donators will still be contacted for specific items. The money given may go to craft items, prizes, or other items not donated. Thank you to all the parents who signed up at Curriculum Night to be party donators or volunteers. If you did not get a chance to sign up and would like to, please feel free to contact me.

\_\_\_\_\_\_\_\_\_\_\_ (teachers’s name) holiday gift will be a “classroom gift”, and it will be purchased and presented to \_\_\_\_\_\_\_\_\_\_\_(teacher’s name) during the Holiday Party. A donation of $2.00 per student is suggested to cover the cost of the “classroom gift”. The gift will consist of either items \_\_\_\_\_\_\_ (teacher’s name) needs in her/his classroom or a certificate to her/his favorite teacher’s store. Parents may still give personal gifts if they so choose.

A donation of $1.00 will be used toward the end of the year gift for items, or a personalized gift, for the teacher to show her/him our gratitude for doing such a wonderful job advancing our children throughout the year.

Although, you do not have to participate in this collection, it would be greatly appreciated and help with the party activities. Please fill out the form below and return it, along with your donations, by \_\_\_\_\_\_ (date). Please place the form and donation in an envelope marked: Attn: Room Parent, and have your child turn it into \_\_\_\_\_\_\_\_\_\_\_ (teacher’s name). Please make checks out to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(your name).

Thank you in advance for your donations. We hope that the parties and gifts will be a success.

If you have any questions, please feel free to contact me at: (your information)

Sincerely,

Your Name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Yes, I’m contributing the $3.00 for party expenses

\_\_\_\_\_\_\_ No, I choose not to contribute to the party expenses

\_\_\_\_\_\_\_ Yes, I’m contributing $2.00 towards \_\_\_\_\_\_\_ “Classroom Gift”

\_\_\_\_\_\_\_ No, I choose not to contribute to \_\_\_\_\_\_\_\_ “Classroom Gift”

\_\_\_\_\_\_\_ Yes, I’m contributing $1.00 towards \_\_\_\_\_\_\_\_ “End of Year Gift”

\_\_\_\_\_\_\_ No, I choose not to contribute to \_\_\_\_\_\_\_\_ “End of Year Gift”

**$\_\_\_\_\_\_ Total Enclosed**