

SAMPLE LETTER

A Message from your Room Parents

The kids are off to a great start, and we are really looking forward to a fun and exciting year in XX grade. The primary role of the room parents is to support the teacher and the Foundation's mission with the students, especially in the following areas:

1. Class Celebration: There will be a class party at the Holiday, Valentine's Day, Cast Party and End of the year.
2. Class gift: We will present Ms _____ & Ms. _____ with a class gift for; their birthday as well as at the end of the year.
3. Door decoration for Teacher Appreciation Week

To cover the costs of the class celebrations and the gift for our XX grade teachers, we thought it would be easiest for the parents to make a one-time contribution. A suggested donation of \$40 per family should be adequate enough to cover the class celebration and class gift expenses.

Contributions are voluntary and may be made in the amount you are willing to give. We would greatly appreciate your checks by October XX. We will keep a running account of the monies spent. If you would like to make a contribution please bring the enclosed envelope to the office. For Ms. XXX's class please make checks payable to XXX. For Ms. XXX checks payable to XXX. There will be envelopes for both in the office.

If you have any questions, please feel free to contact any of us at any time.

Thank you for your support!