

Introduction Letter / Donation Request

Dear Parents,

Click or tap to enter a date.

My name is (insert your name) and I am (insert teacher's name) Homeroom Parent. My responsibilities as Homeroom Parent are to help (insert teacher's name) coordinate volunteer schedules, Spring Carnival, and various classroom parties/activities throughout the year. I am looking forward to working with all of you.

If you and your teacher are comfortable, you can include the next paragraph and collect money up front. However, you would be the one to buy all the needed supplies, keep track of the money, and keep track of who has given a donation. This will make it easier for you to send home item donation requests to families that have not contributed. – Or – if you would be more comfortable, you can state that you will be asking for monetary or supply donations periodically throughout the year for class parties, the Spring Carnival, the teacher's birthday, holiday and staff appreciation gifts.

Instead of requesting supplies and donations throughout the year, I am asking each family to consider making a monetary contribution of \$20, or whatever is best for your family. This contribution will be used for classroom events in ***(insert teacher's name)*** class, as well as teacher gifts for birthday, holiday and staff appreciation. If there is any money left over, it can be used toward an end of the year party for the children.

Specific Events we will be having in our classroom this year:

(list specific parties/activities the money will be used for)

Presently, I am looking for volunteers for the following:

(In this section, include events you will need help with. For example:)

Party Leaders – our class will have the following parties and will need help during the classroom celebration: ***These dates may change to reflect when the teacher wants to have these parties.***

Fall Party – October 31st

Holiday Party – December 21st

Valentine's Party – February 14th

Spring Carnival – March 4th. We will need a booth and basket organizing team.

Please remember, to volunteer, you must fill out a registration form (each year) in the Front Office and **have your driver's license scanned.**

If you are interested in volunteering for any of the above, please return the bottom portion of this letter and indicate which event(s) you would be interested in volunteering.

Thank you for your time. I am looking forward to a great school year in (insert teacher's name) class.

Sincerely,

(Insert Your Name)

Parent of (insert child's name to help other parents identify you)

Phone Number (insert number and clarify if you text or not)

Email address (insert email address)

Yes! I am interested in volunteering for future class events!

Name: _____

Child's Name: _____

Event(s) you are interested in helping with:

Contact Information:

*Please return portion to school in your child's folder/agenda