

Dear Parents,

Name and I are so excited to serve as Room Parents for *Ms. Teacher's* class this year! We look forward to a fantastic year. Please help us out with a couple of items to get started:

Class Funds: Room Parents oversee, with the teacher, a classroom fund to be used for classroom activities. The money may be used for special treats, special classroom crafts, field day supplies, etc. Field trips are not covered by these funds. The teacher and Room Parents work together to determine how the funds are spent. The Room Parents are responsible for keeping financial records and receipts and for reporting expenses to you at the end of the year. Room parents for your grade level are collecting **\$25** from each child in the class for the class fund.

Class T-shirt: Each student will have a class T-shirt. These shirts are used for field trips, field day, and other special events. The cost of each shirt is **\$5**.

Total Payment

Please send the **\$30** for class funds and t-shirts to me by **Friday, September 13, 2019**. (Increase by \$5 per additional shirt ordered). Please send us your child's size by email (email@email.com). My PayPal and Venmo accounts are

If finances for the T-shirt or class funds are a problem, please let *Ms. Teacher* know. The PTO has a fund to assist families with these costs, if needed.

Classroom volunteers

We will send out an invitation to a class Shutterfly account. All volunteer opportunities for the classroom will be available online via this site. The sign-ups for all of the classroom volunteer activities will be live on **Monday September 16th at 9pm**. Everyone will have access to the volunteer opportunities at the same time. You will need a Shutterfly account (shutterfly.com). The account is free and requires an email address and password.

We are happy to hear from you and welcome your questions or suggestions!

Room Parent 1

Room Parent 1 email

Room Parent 1 phone number

Room Parent 2

Room Parent 2 email

Room Parent 2 phone