Dear (Class Room #) Parents,

My name is (Room Parent’s Name), and I am this year’s room (mom, parent). I am delighted to have this chance to make this year fun for our children. If others would love to join me in planning our activities, I welcome your thoughts and ideas as well as any helping hands. I will be emailing you regarding ways to help in our class as opportunities arise.

Our (grade level) graders are off to a great start to the school year, and we are looking ahead at the rest of the year.

In order to support our wonderful teacher, (teacher’s name), and our classroom, we’re asking for donation funds to cover special activities/events and projects throughout the year. Your support enables us to buy the necessary items needed to offer these opportunities to our children. Your support is completely optional and is a donation.

I’m collecting money for parties/special events. (Talk to your teacher - list as many events you know about ahead of time here).

\_\_\_\_\_ Cover the basics **$15** (parties only)

\_\_\_\_\_ Hit the target **$25** (parties & CEF Auction)

\_\_\_\_\_ Max out the classroom **$40** (this additional $15 covers teacher gifts for the **entire** year- Winter Holiday, Teacher Appreciation & End of Year Gift)

\_\_\_\_\_ I don’t like to “think in the box”. My amount is $\_\_\_\_\_\_.

My intent is to **only collect donations this one time**, at the beginning of the year.

A donation of $15 covers party/event expenses and does NOT include the teacher gifts or the Auction basket that each class puts together for the annual CEF fundraiser (usually held in March). If any families have something they can donate for our auction, please let me (or Auction Basket Coordinator’s name) know. A donation of $25 should cover the parties and the Auction basket, but NOT teacher gifts. If you prefer, you are welcome to handle the teacher gifts on your own.

Once I have the funds, I will come up with a budget for the parties, teacher gifts, and CEF basket. If at the end of the year there is any left over money, it will be used for the end of year party and/or towards the teacher gift.

I look forward to meeting all the parents and kids. We want to make this a special and fun year for our children.

Please enclose your contribution in the attached envelope and return it to school by Friday, September 26th or as soon as you can. Thanks so much! (Make checks out to parent name or you may send cash.) If you have any questions, please ask!

Thanks for your generosity! I’m looking forward to a great year!

Your room parent,

(Your Name)