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 Welcome to **(TEACHER’S NAME)** Classroom!

We are fellow parents in **(TEACHER’S NAME)** classroom, and have volunteered to work as room parents this year. We will be working with **(TEACHER’S NAME)** to plan events and class parties and will occasionally ask for volunteers to help. A **one-time voluntary donation** of **$X** is suggested per student so that additional cash donation requests throughout the year are not necessary. That said, we may also request volunteer donations for your time and snacks for parties. The $X will go towards the cost of 2 class parties, a holiday gift, and expenses for Teacher Appreciation Week, with any leftover money going toward a group gift at the end of the year. **Please make your donation in check form, written out to (NAME OF ROOM PARENT COLLECTING FUNDS)**. Do not write your check to Westbriar or to the PTA.

**Please return your donation to school in an envelope provided with my name on it.** We hope to start counting on all the class funds by **September 30th**. Our planning for the year depends on it!

**We look forward to working with you this year! Thank you for considering a donation to help make classroom events a success!**

# Sincerely,

NAME OF ROOM PARENT (CHILD) PHONE Email Address

**Detach & return with your check to the classroom teacher – PLEASE WRITE CLEARLY**

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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