

SAMPLE WELCOME LETTER TO PARENTS

[MODIFY WHERE NECESSARY]

To: Parents in [Mr. / Mrs. XXXX's Xth] Grade Class
From: [Name of Room Parents]
Re: Parent Involvement and Contributions – School Year 202X-202X

Dear Parents,

Welcome to [X] grade! [I/We am/are] your room parent(s) for this school year. Throughout the year, our class will take part in different activities and celebrations to enrich your child's learning experience, both academically and socially. These classroom celebrations are funded solely through your donations.

As room parent(s), part of [my/our] job is to collect funds and allocate the funds. Experience has shown that it is easier and more convenient for everyone when we pool resources for things such as teacher gifts and classroom parties. Therefore, I/we suggest that our class contributions be [\$XX].

If you would like to contribute toward the class funds, please make your check payable to [room parent name] and return it to school with your child in an envelope with [my name on it]. Please make sure that your child's name is clearly marked on the envelope/check and turned in by [due date]. We will confirm back with you once we have received your donation.

Please be advised that grade-level collections (i.e., funding which our entire grade needs, such as funding for field trips) will be requested by the teacher, not the room parents. This is the only collection that we, as Room Parents, will be making this year. If there are unexpected expenses, we will let you know as soon as possible.

All monetary contributions are VOLUNTARY. If the suggested amount is too high, please contribute whatever amount is appropriate for your family. [I/We] will spend the money judiciously and provide detailed accounting. Please note that you may also be asked to volunteer your time and/or provide something special for a class event. Thank you in advance for your generosity.

Another part of our job as room parents is to keep everyone updated on what's happening in our class and the school. I/We will send emails with information on upcoming events and dates to remember. Sometimes it's not possible for parents to attend class events, but I/we will tell you about them and we will let you know when we are presenting gifts to the teacher.

Finally, on the following page, I/we have provided some important class dates and other information. Please keep the top of the page for your reference and complete and return the bottom of the page, along with your class donation. If you would like to receive information from us, it is important that you return the bottom of the page with your email address. Portola Springs elementary has strict privacy rules we must adhere to and the teachers are not allowed to give us your email addresses without your consent. You can opt-in directly with us or let your teacher know that you allow your email to be shared.

[I/We] look forward to meeting those of you [I/we] don't already know. Please feel free to contact either of [me/us] at any time if you have any questions, concerns or suggestions. Thank you in advance for your support.

Yours Truly,

Signature

[Mr. / Mrs. XXXX's Xth] Grade Class Room Parents

(Optional Form) Please complete and return the bottom portion of this page.

Student Name: _____

Yes	No	My class donation is enclosed.
Yes	No	I can help to complete the class yearbook page (dependent on teacher request)
Yes	No	My child has food allergies: _____ _____
Yes	No	Please include me in room parent communications via email: Email 1: Email 2:

Parent Signature

Date