DATE ###, 2024

Dear Parents and Guardians,

Welcome to “####” grade with “Teacher’s Name”! We are “Room Parent 1 Name” (“Room Parent 1’s child’s name” mom) and “Room Parent 2” (“Room Parent 2’s child’s name” mom) and will be room parents this year. We are looking forward to supporting the class!

Some of the things we will be helping to coordinate (with your help!) include:

1. Class celebrations with activities and healthy snacks

2. Coordination of volunteers for field trips and other classroom activities

3. A year-end thank you and show of appreciation for “Teacher’s Name” and the rest of the LYPR staff.

With this in mind, we are asking each family to contribute to our class fund. The PTA recommends a donation of **$25 per family**. This is a **completely voluntary** contribution, and we stress that each family contributes whatever amount with which they are comfortable. Our goal is to use these funds throughout the year for all of our classroom needs.

Please send your contribution via “your choice of payment method i.e. Zelle/Venmo etc.” **to “Room Parent associated with payment account” using “email/phone”**. You can also send your contribution into school in a sealed envelope and have your child give it to “Room Parent’s child in class”. If you write a check, please make it payable to “Room Parent accepting payment”.We hope to receive your contribution bySeptember 15*.*

Thank you in advance for your help. We look forward to seeing you throughout the year. Please feel free to contact us if you have any questions!

Sincerely,

“Room Parent 1” “Room Parent 2”

“Room Parent 1 email” “Room Parent 2 email”

Idea: Add VENMO code right here, so families can pay right then and there!