

Date: \_\_\_\_\_

Dear Parents:

My name is \_\_\_\_\_ and I am the Head Room Parent for your child's class this year. My primary responsibility is to plan the classroom parties. There will be three parties in all: Halloween, Winter Holiday, and Valentine's Day. These events can be a lot of fun, and are a lot less work when there are enough people to help.

**All parents are asked to donate \$5.00 to help fund these parties.** Money collected will be used to purchase various supplies for the children. We do not get money from any other source so we really need your help. **Please also take the time to fill out the form below and return it with the \$5.00 to your child's teacher by \_\_\_\_\_.**

If you have any questions, please feel free to call me.

Thank you in advance for your support.

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

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\_\_\_\_\_ I am interested in joining you and sharing Room Parent responsibilities.

\_\_\_\_\_ I would like to help plan parties with the Room Parents.

\_\_\_\_\_ I will not be able to help out at the parties.

\_\_\_\_\_ I cannot attend but I can make phone calls, prepare, etc.

\_\_\_\_\_ I have a 'special talent' to share - face painting, juggling, etc. \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_