

To the Parents of (**Insert teacher name**)’s (**Insert grade**) Grade Class:

Hello! I hope everyone is getting adjusted to the new school year and the children are enjoying school! As the Lead Room parent for our class, I wanted to introduce myself and let everyone know about the school year. My name is (**Insert room parent name**), and my child’s name is \_\_\_\_\_\_\_\_\_\_\_\_\_.

(**Insert teacher name**) has planned many wonderful activities and projects for our class. These activities are only possible with the help of donations received from classroom parents. That is why we are asking for one voluntary donation for the classroom fund and the basket fund combined. Whatever donation you can make is greatly appreciated. The recommended amount is **$35** ($20 for classroom donation fund and $15 for the raffle basket).

The classroom donation fund is used to support the following PTA coordinated items:

* Birthday gift bags for every child during the year
* Books purchased for the classroom in honor of your teacher’s birthday
* Basket to be raffled off at Spring Family Fun Night **(5/3)**
* Teacher Appreciation Week **(3/25-3/29)**
* Winter party to be held on **Wednesday, 12/19 for K-2nd and Thursday, 12/20 for 3rd -5th (Times TBD)**
* End of year parties to be held on Wednesday, **5/22 for 3rd-5th, Thursday, 5/23 for K-2nd (Times TBD)**

*\*Note that money donated to the classroom fund is not used toward winter or year-end teacher gifts. Teacher gifts will be up to the discretion of each individual family.*

Please return your donation form no later than **Friday, September 21st.**

**NOTE: If paying by check, make checks payable to: (Insert room parent name) NOT PTA.**

Options for turning in your funds:

* Bring the donation to Curriculum Night (K-2nd 8/20 or 3rd-5th 8/21),
* Send the donation in with your student
* Pay electronically (i.e. PayPal/Venmo) **(if the room parent would like otherwise delete this option).**

Feel free to contact (**Insert teacher name**) or myself with any questions. We are all looking forward to a great year and thank you in advance for all of your time and financial support.

Sincerely,

**(Insert Lead Room Parent)**

**(Insert Lead Room Parent email address)**