

Dear Parents,

Hello! Hope the school year has gotten off to a good start and all is well! As homeroom coordinators, one of our jobs is to oversee the class parties that <teacher's name> class will have this year. For each party, we'll be needing snacks, drinks, and materials for crafts.

To make things easy for everyone, we're thinking a one-time donation from parents now would help us fund all the party purchases for the year. We are requesting that each parent send along a donation of no more than \$20 (that's a suggestion—please do what works for you!)

Participation in this is voluntary! If you would prefer to help out in other ways, such as by sending in snacks or volunteering at one of the parties, that would be awesome! Just get in touch to let us know what you'd like to do.

We are easy to reach if you have any questions. Just call, text, or email.

Thanks for your time and help!

<Room mom 1 name>

<phone number>

<email>

<Room mom 2 name>

<phone number>

<email>

Throughout the year we'll be asking for parent volunteers to assist with class parties, send in items, and/or help the teacher. I know everyone's schedule is a bit different, hope you'll jump in when and how you can.

Please contact me anytime with any questions or comments you might have. Thank you so much for all your help and participation in our class events.

Looking forward to an exciting and fun year!

<your name(s)>