

CLASS PARTY INFORMATION

2023-2024

To the Parents of _____,

My name is _____ and I will be the Room Parent for _____ class. As your child's Room Parent for the 2023-2024 school year, I wish to provide you with the following information regarding classroom parties.

Classroom parties will be held on the following dates: Fall Party - October 27, 2023, Winter Party - December 21, 2023, End of Year Party - May 21, 2024.

As with most events, preparation is the key to success. Plans are already underway to make this a fun year for our children. This year, the designated Party Volunteers and I will be planning the three (3) parties listed above. I will also be responsible for making sure our teacher receives proper recognition on her Birthday, Christmas, and Teacher Appreciation Day. Seven or eight parents- depending on class size (i.e. Party Volunteers) are allowed to assist at each party, not including the room parent.

Party Volunteers are allowed to assist at 1 party a year (this means one party, per year, per student).

Signing up to assist at a party means that you, along with the other signed up party volunteers and myself, will plan that specific party and what items each of you will bring and what responsibilities each of you have during the party itself. Once the PTO officially opens the classroom party sign ups, I will send out an email with the link attached. Classroom party sign ups will close TEN days prior to each party with no changes in schedule to be made after that point.

I hope to purchase all of the needed items for the three (3) parties with money you send in, so it would be a great help if all of you could contribute toward the cost. Please note that I, as the room parent for this class, will be responsible for the purchase of all food for the party. Donations may be accepted for paper goods and crafts.

Below is a budget that is reasonable to accomplish the above objectives:

Party Games, Crafts, Snacks, Drinks, Etc. (\$4/per party)	\$12.00/per child
Teacher Birthday, Teacher Appreciation and/or Christmas Gift	\$5.00/per child

Based on the above numbers, I am asking for a financial contribution of **\$17.00 per child**. (I cannot accept more than this amount.) I realize that many donations are requested at the beginning of the year, but I promise to be a good steward of the money collected and limit further monetary contributions throughout the rest of the school year.

If you would like to purchase your own gifts instead of/or in addition to the class gifts for our teacher's birthday, Christmas, etc. please remember that teacher gifts *must* remain under \$50.00.

Thanks in advance for helping me make these events fun for the children and our teacher. I am looking forward to a great year. Please return your monetary donation in a sealed envelope addressed to me, _____, by September 30th. Cash is preferred, but you may send a check written to me if you'd like. You can send this to school in your child's folder.

_____ I will accept electronic payments through _____

Please send to this account (and include your child's name for my records):

_____ I will not accept electronic payments.

If you have any questions, please do not hesitate to contact me (I check my email frequently! ☺). Thanks for your help!

Room Parent name and information here: Please return the bottom section with your \$17 donation. Thank you!

DONATION RECEIVED FROM:

Child's Name: _____ Parent's Name _____

I would like to keep you informed about our party plans, needed help for PTO events, and about the times of the year we'll provide our teacher with gifts. If you'd like to receive this correspondence, please provide your contact information below. Thank you!

Email Address: _____ Phone Number _____