

Sample Introduction Letter: Introduction & Classroom Donation

TO: Classroom Parents

FROM: [Your Name as Room Parent]
[Your Phone & Email]

DATE: [Type in date here]

SUBJECT: Classroom Donation Request; Volunteers; Emergency Information Form;
Classroom Directory; APT Sponsorship

We are off to a great start this school year. As your designated APT Room Parent, my goal is to keep you informed and to garner your support for our teacher, classroom and children throughout the year. We will be sending you pertinent information and we very much look forward to making this year a great success! We need your support as follows:

Class Fund Donation:

- Funds from parents are essential in supporting our classroom and children. The Cherokee Association of Parents and Teachers (APT) recommends we collect a donation of \$35.00 from each family to assist in covering classroom-related costs such as the classroom creation for the annual school fundraiser, classroom parties, etc. I will keep an accounting of all of the donations and classroom expenses and will provide you with two income/expense reports (at a minimum).

Please place your donation (checks can be made out to me, [Your Name as Room Parent]) in an envelope with my name on it and give it to your child's teacher, or send it to me at the following address:

{APT Room Parent Name}
{APT Room Parent Address}

Classroom Volunteers:

The following are classroom activities that require volunteers

- Class parties - Fall, Holiday, Spring, and End-of-the-Year
- Field Trips - 2 to 3 field trips throughout the year (dates to be determined)
- Helpers in Classroom - (time of day) (day of week) for (classroom subject)
- Art Masterpiece project for annual Art Walk
- Classroom Creation project for Spring Fundraiser, "Cha-Ching Bada-Bing"
- Yearbook
- Other Classroom Projects as determined by your teacher

Emergency Phone Tree:

We are required to put together an emergency phone tree that will be used if students need to be evacuated from School. Therefore, it is important that you provide more than one contact number. If you have not already completed the attached form with the necessary emergency phone tree contact

information, please return it to your teacher in an envelope with my name on it as soon as possible. This is extremely important for the safety and well-being of our children.

Classroom-only Directory:

A Classroom-only Directory will be created from the Emergency Classroom Phone Tree Information Form (if you checked the box that indicated you want to be included). This Directory will only include the students from **our** classroom and will allow us to communicate with each other. [Note: Some families are not listed in the Cherokee Student Directory (if you are not an APT Sponsor, then you are not listed in the Student Directory.)

Classroom Communication:

Communication is very important, and I want to keep you well informed of class activities and school events. I have found that the fastest and most reliable way to get information to parents is through e-mail. If you do not regularly check your e-mail, please let me know and we will call you.

Cherokee APT Sponsorship:

- Our APT Sponsorship drive is currently underway and ends September 11th. If you have already contributed, THANK YOU! **The class with the most participation (not based on dollar amount, but participation at even the minimum level of \$30) will win a prize from the Corral school store as will the winning homeroom teacher.** The APT Sponsorship drive and our spring fundraiser, Cha-Ching Bada-Bing, are our largest fundraisers and have a huge impact on our ability to fund needed items on campus for the following school year.
- To sponsor the APT go to www.cherokeept.com and click on "APT sponsorship form" in the red box.

Thank you, in advance, for your class fund donations, volunteer time, and APT Sponsorship. We appreciate everyone's contributions to this terrific class! If you have any questions, please do not hesitate to contact me.

{{Room Parent Names}}

{{Room Parent Phone Number(s)}}

{{Room Parent Emails}}

Attachments: Emergency Classroom Phone Tree Information Form
APT Sponsorship form