

PLEASE RETURN BY _____

September 9, 2008

Dear Parents:

My daughter/son is a classmate of your son/daughter, and I/we have signed up to be room parents for the class. What does a room parent do?

- Assist our teacher with planning class parties (like Halloween)
- Send reminders and messages out to parents (about class trips, class needs, etc.)
- Help to organize special projects for the class
- Create an e-mail list/phone tree.

As part of this volunteer responsibility I/we have been asked to establish a contact list for parents with students in _____ class. It will only be used for class-related activities. Please take a moment to fill out the following information:

Your name: _____

Your Child's Name: _____

Phone Number (the best number to contact you or leave a message):

E-mail: _____

You prefer being contacted by e-mail ___ or telephone ____.

Please send this form back in your child's folder so the teacher can pass it on to me.

If you wish, please send me this information by email.

Would you also like to be a room parent? Please let me know! I would love to work with you to support _____ and the class. I also look forward to meeting all of you during the course of the school year.

Sincerely,

Name

Phone Number

E-mail Address