Level Creek Elementary

20XX-20XX

{Teacher’s Name/Grade}

{Date}

Dear Parents,

Our names are {Classroom Coordinator’s Names}. We will be serving as Classroom Coordinators for your child’s class this year. There are many activities planned for this year and we would like each of you to have an opportunity to be involved in the fun. We will be asking for your assistance throughout the school year including donating items or assisting with class activities.

We are requesting a voluntary contribution of $23 per student to purchase craft items and/or supplies we will be using during the school year, teachers birthday, PAW parade banner, food items for special activities, and Kona Ice for the end of the year celebration. If you are interested in contributing please pay on my payments plus under the classroom coordinator fee or send your donation to school with your child in the attached envelope marked “Classroom Coordinator”. All donations are voluntary.

As Classroom Coordinators, we will be coordinating the Winter Celebration, Winter Carnival classroom participation, Teacher Appreciation activity as well as the End of Year Celebration. The children will acknowledge {Teacher’s Name} birthday, as well as any special requests {Teacher’s Name} may have during the year. Please let us know if you prefer your child’s picture not be taken during events or used in class photographs. When sending in food and drink donations, please keep in mind the following food allergies in our classroom: \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_.

Thank you in advance for your help in making this a great year at Level Creek. Please feel free to contact us with questions or concerns.

{Classroom Coordinator} {Classroom Coordinator}

{Contact Information} {Contact Information}