

Dear Parents of <ENTER TEACHER NAME> class,

<ENTER TEACHER NAME> has outlined a full year for our kids with parties/special activities. In order to get a jump on the financial request for the year, we would like to request a \$20 donation per student which will fund the entire year of parties.

Electronic and paper sign up sheets will be posted for parent volunteers and food/supplies that are not covered by the \$20 donation.

Also, just to set expectations, I will be asking for an additional \$10 before the winter break for the holiday gift and \$10 at the end of the year for year-end gift for <ENTER TEACHER NAME>. You can donate that now or wait until I ask again as the date approaches. That said, if you would like to give something extra or on your own for the teacher's gifts, please feel free.

By <ENTER DATE>, please return the attached envelope along with the bottom portion of this sheet and give to <ENTER TEACHER NAME> with one of the following:

- Cash
- Check (made out to <ENTER ROOM PARENT NAME>)
- Write "paid via Venmo" and send me the donation <ENTER VENMO ID>

I will collect it and keep a running total of our expenses for the year. If you have any questions about our events, please let me know.

<ENTER ROOM PARENT(S) SIGNATURE>

<ENTER TEACHER NAME> CLASS FUNDS

STUDENT NAME: _____

CASH_____ CHECK_____ VENMO_____

\$_____ FOR PARTIES

\$_____ FOR TEACHER GIFT (DECEMBER)

\$_____ FOR TEACHER GIFT (JUNE)