

Hello Room Parent!

Thank you for taking on the role as Room Parent for the 2018-2019 school year in your child's classroom. My name is Kerri and I am here to assist you with any questions you may have. I will send an e-mail or text reminding you of the various events that take place throughout the year 3 weeks prior to the event taking place! In this folder, I have included samples of all the letters that I reference below.

The first event on the school's calendar is the Mickey Cox Carnival! Each class is asked to contribute a basket, that will be sold in the silent auction.

Your responsibilities for this event include the following:

- Getting volunteers for your classrooms carnival booth
- Pick a theme with your teacher for your classes silent auction basket
- Sending home, a voluntary donation letter
- Collect donations and assemble your classrooms silent auction basket

Other Room Parent responsibilities are planning the three allowed classroom parties! (Christmas, Valentine's Day, and End of Year) Please ask your teacher for input on party themes, games, or food ideas that they may have.

Responsibilities for room parent include:

- Write a letter introducing yourself to the other parents in the class. (e-mail this to Cheryl Floth for approval, as this letter will be sent home)
- Generating voluntary donation letters for party supplies
- Setting up each party, and assigning duties to other parent helpers
- Generating Sign-Up sheet for each party and posting, it outside of your classroom
- Sending home letter informing parents of Teacher Appreciation Week
- Decorating your classroom's door for Red Ribbon Week
- Sending home letter reminding parents of your teachers birthday

The Voluntary donation letter that I have included are CUSD approved. Please note that only the highlighted areas are permitted to be changed.

All letters must be e-mailed and approved by Cheryl Floth one week before they will be sent home!

CherylFloth@cusd.com

Once your letter is approved by Cheryl Floth, copies will be made with Mickey Cox letter head and placed in the teaches inbox. The teacher will distribute the letters to the class for you!

If you have any questions please feel free to contact me.

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