

SAMPLE OPENING LETTER TO CLASS FAMILIES (**Class Fund** version)

_____, 2009

Greetings Parents!

Your class parents for this year are _____. We hope to be of service to Teacher's Name(s) in ensuring that he/she/they receive the support and resources they need to succeed in the classroom. Some things to consider:

VOLUNTARY COLLECTIONS: We expect to have 3 voluntary monetary collections throughout the year: the Class Fund (collection now), Holiday Collection (in December), and End of School Year Appreciation Collection (in June).

- **CLASS FUND:** It would be beneficial to our children if we could help supplement classroom supplies, including art supplies, materials for science projects, celebrations, prizes, and community projects. We will be collecting and maintaining a class fund to cover these expenses for the school year.

PLEASE FILL OUT THE FORM BELOW AND INCLUDE IT WITH YOUR VOLUNTARY DONATION (**CASH ONLY**) IN THE ENVELOPE LABELED "CLASS FUND" AND RETURN IN YOUR CHILD'S FOLDER BY _____. ANY AMOUNT IS APPRECIATED.

- **HOLIDAY COLLECTION:** For Teacher's Name(s), to be presented before the Winter break in December.
- **END OF SCHOOL YEAR APPRECIATION:** For Teacher's Name(s).

As you consider your donations, please keep in mind our class has _____ families.

INFORMATION CHAIN: Our e-mail chain began 3 years ago and is valuable in two ways: To circulate class-specific information expediently, and to share important information announced at P.A. meetings for parents who can't attend (although we encourage attendance to the meetings held every 1st Wednesday of the month, 7pm).

CLASS DIRECTORY: STATE THE STATUS OF THIS, WHETHER IT'S ALREADY BEEN DISTRIBUTED OR WILL BE SOON.

We look forward to a great year of learning and growing for our children, and a community-building experience for us all.

Best regards,

CLASS PARENT NAME(S) and contact info (e-mail and/or phone #)

Child's Name: _____

I would like to contribute to the Class Fund: Y / N

Enclosed amount: _____

Please return this form in your child's backpack in the envelope labeled "Class Fund."