

Date: _____

Dear (Teacher) _____,

In anticipation of the upcoming class party for _____,
could you please ensure a copy of the attached memo goes home with each
student by the end of the day tomorrow.

Thank You,

Room Parent Coordinator

Phone: _____

Email: _____

Dear Parents of _____ class,

Halloween is just around the corner, so it's time to start planning the party for that day. The party will be for the entire class, _____ students. Here are some ways you can help make the party a memorable event for the children.

- If you have a particular talent and would like to make something, please note that information below.
- You can contribute an item for the party. You can simply send in the item with your child on the morning of the party. If the item is something that could be included in a party bag please give it to me in advance of the event. (Non-candy items are welcome!) Please note the contribution below.
- You can contribute \$3-5 to help cover the cost of the party.

I will be in contact with those of you who volunteered to help shop for, plan and/or attend the party in the very near future.

NOTE: Only those parents contacted by the Room Parent Coordinator should plan to attend the classroom party.

To allow me ample time to coordinate the party for our children, please complete the form below and return in an envelope marked "Halloween Party"

by _____.

Sincerely,
Room Parent _____

Phone _____

Email _____



✂️.....

Student: _____ Phone: _____

Grade/Teacher: _____

_____ I will be contributing _____ for the party and will
 _____ send it in the day of the party
 _____ give it to you by _____

_____ I prefer to contribute \$3-5 for the party. Please find the money enclosed.