

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,

The Holiday Season is upon us, so it's time to start planning the Holiday Class Party. The event 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.

**There will not be a class gift for the teacher. You may give the teacher an individual gift if you choose to do so.**

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 "Holiday 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.