

Dear Parent,

Welcome to Woodbury Heights Elementary School! I would like to introduce myself, my name is _____.

I am the Room Parent Coordinator for _____ class. My job is to serve as the primary contact with the teacher, help parents who want to be involved get involved and make each event a special and memorable one for our children. I will communicate with the teacher to find out what he/she prefers for each party, activity or event and then contact parents who have offered to help.

Since you are new to the school, I wanted to give you the opportunity to volunteer for activities that occur in the classroom. Please complete the lower half (for any remaining activities for the year) and return it to school in an envelope with my name on it by _____.

Attached you will also find a packet of information about the Woodbury Heights Home and School Association and what it does for our students and school community.

If you have any questions please feel free to contact me. Thank you for your anticipated time and support.

Sincerely,

Room Parent Coordinator

Phone: _____

Email: _____

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Name: _____ Child's Name: _____

Address: _____ Phone: _____

Please check the following activities that you would be willing to volunteer for:

- ___ Attending/Planning Halloween Party
- ___ Attending/Planning Holiday Party
- ___ Attending/Planning Valentine's Day Party (Grades K – 3)
- ___ Attending/Planning End of the Year Party
- ___ Making/Designing Crafts
- ___ Typing letter to parents
- ___ Supplying food for parties
- ___ Class photographer
- ___ Box Tops for Education Monitor (role is to gather box tops from class on a monthly basis, trim, count and update data collection form)
- ___ Other _____