

ROOM PARENT INTRODUCTION SAMPLE EMAIL:

Hi Parents/Guardians of Mrs. XXXX class

We hope you are having a great year so far!

We are XXXX (XXXX's mom/dad) & XXXXX (Martin's mom/dad) and we will be your room parents this year.

Part of our job as room parents is to help support the teachers with class celebrations and also collect money for teacher gifts for winter holidays, birthdays, teacher appreciation and end of the year. We will also help keep you informed about school and PTA events.

We are kindly asking families to donate \$XX per student to go towards a gift for Ms. XXXXX's birthday, supplies for the fall, winter and Valentine's day party as well as a gift for Ms. XXXX for the holidays. Please send cash or venmo at XXXX.

Important Events & Announcements:

1. TK/K will be having a **Halloween party** after their parade on XXXXX from 8:XX-10:XXam . More information to come!
2. XXXX
3. Please join our PTA and donate to our Smart Fund if you are able! They do so much for our school and every little bit counts. Only \$20 per family - [PTA Membership Link](#)

Thank you so much for all your support.

Feel free to send us a message on Parent Square if you have any questions.

Best,
Name1 & Name2