

Subject: Hello from your Room [] Room Parent[s]!

Hello Room [] families!

We hope the first few weeks of school are going well for you and your family. Our names are [] ([]'s mom/dad), and we are excited to introduce ourselves as the Room Parents for Room [] this year. We will be supporting [Ms./Mr.] with any help [he/she] may need, keeping you informed of class, PTA, and other school updates and volunteer needs, and organizing teacher gifts. Please take a moment to review the information below, and feel free to reach out with any questions, concerns, or suggestions.

Class Fund - Each year, the Room Parents coordinate a classroom fund that goes towards gifts for our teacher throughout the year (holidays, teacher birthday, and end-of-the-year gifts). Additionally, a portion of the donations received will be used for gifts for non-classroom staff, such as the office staff, custodial staff, PE, library, and music teachers. The suggested donation is \$35-\$50 per student, but any amount helps and is appreciated! You can Venmo [] directly ([]), or feel free to reach out to [] at [] if you prefer to drop off a check or cash. All donations are confidential and will represent the entire class. Thank you in advance for your contribution!

Class Donations - In consultation with [Ms./Mr.], we will be reaching out throughout the year to solicit donations for class events, including celebrations in the fall, the winter holidays, Valentine's Day, and the end-of-the-year, as well any other activities [Ms./Mr.] plans. Supplies for these activities come from parent donations (not the class fund), and we thank you in advance for supporting these activities as well!

Class Volunteers - There are several ways for parents to be involved with the class this year! Let us know if you would be interested in any of the roles listed below.

Art Parent(s)

- In consultation with [Ms./Mr.], plan and lead art projects throughout the year. Guidance and many sample lessons are available through the McKinley Art Chair and <https://www.mckinleybulldogs.com/art>.

Garden Parent(s)

- In consultation with [Ms./Mr. ____], plan and lead garden activities throughout the year. Guidance and many sample lessons are available through the McKinley Garden Chair and <https://www.mckinleybulldogs.com/garden>.

Library Parent(s)

- Assist with library activities (checking books in and out, reshelving books, etc) in the McKinley school library. For more information, check out <https://www.mckinleybulldogs.com/librarycalendar>.

STEM Parent(s)

- In consultation with [Ms./Mr. ____], plan and lead garden activities throughout the year. Guidance and many sample lessons available through the McKinley STEM Chair and <https://www.mckinleybulldogs.com/stem>.

Please note that you must be a district cleared volunteer to help with any of the above-listed roles, be a choice-time volunteer, or assist during any class events/celebrations. To be cleared by the district, you must be fingerprinted through Livescan. This can be done at either of the UPS stores in Burlingame (the one in the Lunardi's shopping center on El Camino between Trousdale and Murchison or on Howard Avenue between Park and Primrose), or any of these [locations](#). Fill out and bring [this form](#) with you when you are fingerprinted and let them know you are coming from BSD.

If you are interested in any of these roles, or have other questions or suggestions, please feel free to reach out to us any time. [____] can be reached at [(***) ***-****] and [____] can be reached at [(***) ***-****].

We look forward to a great year together!

Best,
[____] & [____]