Hello Parents/Guardians of INSERT TEACHER’S NAME Class,

We are very excited to introduce myself/ourselves as the room parents for TEACHERS NAME xth grade homeroom class.

At this time, my/our main responsibilities as a room parent(s) are:

* Facilitate communication from the teacher and PTO to other parents/guardians in our class
* Create a loose change bucket/receptacle to collect change for our annual Loose Change Drive (October 16-20)
* Coordinate holiday and birthday teacher and adopted staff member gifts (our adopted staff member(s) is/are INSERT NAMES) from the class
* Ensure classroom engagement of Teacher Appreciation Days (November 2 and February 8)
* Assist the teacher with any specific classroom needs (i.e. collecting supplies or getting volunteers)

If things change throughout the year, we will let you know.

**How to reach us:**

**Room Parent 1 Name room parent 1 email**

**Room Parent 2 Name room parent 2 email**

Weknow everyone’s schedule is a bit different, and hope you’ll jump in when and how you can. In order to volunteer in the classroom, you must register and be cleared by Charlotte Mecklenburg Schools. Please visit the following link:

<https://www.cmsvolunteers.com/>

Here is the link to the staff's "Favorite Things" lists:

<https://www.jvwashampto.org/staff-appreciation-surveys>

Please contact us with any questions you might have. Thank you in advance for your help and participation in our classroom events.

Looking forward to an exciting and fun year!

Room Parent Names