

## Classroom Coordinator Sample Letters

1. End of the year Celebration Form
2. Teacher Birthday Form
3. Classroom Coordinator introduction letter
4. Winter Celebration Form
5. Teacher Appreciation Week
6. Teacher luncheon volunteer letter
7. Classroom Coordination contribution reminder form

Level Creek Elementary  
2010-2011  
{Teacher Name/Grade}

{Date}

Dear Parents,

We are planning an {End of Year Celebration} for our class! Our party is scheduled for {Date & Time}. The theme will be {theme if applicable}.

We have activities and special snacks planned for the class to enjoy. If you are able to help by contributing any of the items listed below please contact us as soon as possible.

The following items are needed:

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

Thank you in advance for your contributions.

{Classroom Coordinator's Name}  
{Contact information}

{Classroom Coordinator's Name}  
{Contact information}

Level Creek Elementary

2010-2011

{Teacher Name/Grade}

{Date}

Dear Parents,

We will be celebrating {Teacher's Name} birthday on {Date/Time}. To make the occasion special we are planning the following:

\*Example-Please have your child make a birthday card for {Teacher's Name} and have your child bring it to school.

\*Example-We will be giving {Teacher's Name} {Gift idea} from the class to present. If you would like to participate please send in up to \$10 in an envelope marked "Classroom Coordinator".

\*Example-We will be celebrating {Teacher's Name} with cupcakes, cookies or flowers

All student participation is voluntary. No child will be left out for not contributing.

Thanks in advance for your contribution.

{Classroom Coordinator}  
{Contact Information}

{Classroom Coordinator}  
{Contact Information}

{Teacher's Name/Grade}

{Date}

Dear Parents,

Our names are {Classroom Coordinator's Names}. We will be serving as Classroom Coordinators for your child's class this year. There are many activities planned for this year and we would like each of you to have an opportunity to be involved in the fun. We will be asking for your assistance throughout the school year including donating items or assisting with class activities.

We are requesting a voluntary contribution of \$5 per student to purchase craft items and/or supplies we will be using during the school year. If you are interested in contributing please send your donation to school with your child in an envelope marked "Classroom Coordinator". All donations are voluntary.

As Classroom Coordinators, we will be coordinating the Winter Celebration, Winter Carnival classroom participation, Teacher Appreciation activity as well as the End of Year Celebration. The children will acknowledge {Teacher's Name} birthday as well as any special requests {Teacher's Name} may have during the year. Please feel free to contact us with questions or concerns.

Thank you in advance for your help in making this a great year at Level Creek.

{Classroom Coordinator}  
{Contact Information}

{Classroom Coordinator}  
{Contact Information}

Level Creek Elementary  
2010-2011  
{Teacher's Name/Grade}

{Date}

Dear Parents,

We are planning the Winter Celebration for our class! The party is planned for {Date/Time}. During the celebration we will have special snacks and students will participate in some activities.

We would appreciate your help with any of the following items:

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

~We are planning on giving {Teacher's Name} a gift from the class. If you would like to participate please send in a donation of up to \$10 in an envelope marked "Classroom Coordinator" by {Date}. All contributions are strictly voluntary and no child will be left out for not participating.

~We are not planning on doing a class gift. If you would like to recognize {Teacher's Name} individually, please feel free to do so.

Thank you in advance for your contributions.

{Classroom Coordinator}  
{Contact Information}

{Classroom Coordinator}  
{Contact Information}

Level Creek Elementary  
2010-2011  
{Teacher's Name/Grade}

{Date}

Dear Parents,

Teacher Appreciation week is February 14<sup>th</sup> - 18<sup>th</sup>. {Teacher's Name} will be attending a PTA sponsored luncheon on Friday, February 18<sup>th</sup>. To show our appreciation we are planning the following:

Example-Please have your child make a special card at home and send it to school with your child on {Date}.

Example-We will be giving {Teacher's Name} a gift from the class.

Example-Cupcakes, Cookies, Flowers

If you would like to contribute to the {example, gift basket, gift certificate, giving tree} please send in your contribution or up to a \$10 donation. Please send it in an envelope marked "Classroom Coordinator" by {Date}. All donations are voluntary and no child will be left out for not participating.

Thank you in advance for your contributions.

{Classroom Coordinator}  
{Contact Information}

{Classroom Coordinator}  
{Contact Information}

Level Creek Elementary  
2010-2011  
(Teacher Name / Grade)

(Date)

Dear Parents,

(Teacher name) will be attending a PTA sponsored luncheon on (date) from (time) to (time). We will need 2 volunteers to cover the class during this time. (Teacher name) will have a preplanned activity for you to do with the class before taking them to lunch.

(Teacher name) will be picking the class up from the cafeteria at the end of their normal lunch schedule.

Dr. Kiel, Mrs. Morris and Mrs. Sanders will be monitoring the halls and classrooms to insure the children's safety.

If you want to stay and eat lunch with your child be advised there is no adult lunch bar on these days, but you can still order off the children's bar.

Please let me/us know if you will be available to volunteer in the classroom on this day.

(Classroom Coordinator Name)

(Phone and email)

Level Creek Elementary

2010-2011

(Teacher name/grade)

Dear Parents,

As your classroom coordinators we would like to thank those of you who have given to the classroom coordinators fund. If you have not already done so there is still time to contribute \$5.00. This money helps us to supply crafts for the two parties that we plan and offset some of our printing costs. All money goes directly back to the children in our classroom. If you would be interested in contributing please send in an envelope marked classroom coordinator.

Classroom Coordinator  
Email  
Phone

Classroom Coordinator  
Email  
Phone