

LEAVE THIS SPACE
BLANK FOR LETTERHEAD
INFORMATION

Hello Room Parent!

Thank you for taking on the role as Room Parent for the 2017-2018 school year in your child's classroom. My name is Kerri and I am here to assist you with any questions you may have. I will send an e-mail or text reminding you of the various events that take place throughout the year, three weeks prior to the event taking place! In this folder, I have included samples of all the letters that I reference below. All of the attachments may also be found on the Mickey Cox Website under the Parent Club tab.

The first event on the school's calendar is the Mickey Cox Carnival! It is tradition for each class to voluntarily contribute a themed basket, to be sold in the silent auction. Room parent responsibilities:

- Getting volunteers for your classrooms carnival booth
- Pick a theme with your teacher for your classes silent auction basket
- Sending home, a voluntary donation letter
- Collect donations and assemble your **classroom silent auction basket**

Other Room Parent responsibilities include the planning of the three site approved classroom parties! (Christmas, Valentine's Day, and End of Year) Please ask your teacher for input and get approval for all Carnival basket themes, party themes, games, or food ideas. Also, please note that water slides and bounce houses are not allowed at classroom parties, due to insurance and liability issues.

Responsibilities for room parent include:

- Write a letter introducing yourself to the other parents in the class. (e-mail this to Cheryl Floth for approval, as this letter will be sent home)
- Generating voluntary donation letters for party supplies
- Setting up each party, and assigning duties to other parent helpers
- Generating sign-up sheet for each party and posting, it outside of the classroom (We are not allowed to post signs or put tape on freshly painted doors.)
- Sending home a letter informing parents of Teacher Appreciation Week
- Helping to facilitate the classroom Red Ribbon Week activity
- Sending home letters reminding parents of your teacher's birthday

The Voluntary donation letter that I have included is CUSD approved. Please note that only the highlighted areas are permitted to be changed. No other forms of letters are allowed. Also, please leave at least four spaces at the top of the letter for the letterhead information to be inserted.

All letters must be e-mailed and approved/initialed by Cheryl Floth before they will be sent home! Please allow at least 2-3 days for letter approval. Email address: CherylFloth@cusd.com Once your letter is approved by Cheryl Floth, copies will be made with Mickey Cox letter head and placed in the teacher's mailbox. The teacher will distribute the letters to the class for you!

Please contact me with any question at: Kerri Morell (559) 960-2867 or Kerrimorell1@gmail.com

