

Dear Parents,

Welcome to XXXXXX Grade! For those of you that I have not had the pleasure to meet, my name is XXXXXXX and I will be the head room parent for XXXXXXXX grade class. I hope that all of you are as excited as I am about this upcoming year. The year is packed with fun events and celebrations along with a couple of events that only the second graders are able to experience.

I have listed below XXXXXX class celebration schedule for the upcoming school year. Please keep the first page of this letter so you are aware of the dates for all the events. Unfortunately, we are very limited in the number of parents that are permitted to attend the events. I will do my best to make sure everyone has an opportunity to attend at least one celebration for those that volunteer. If you are interested in volunteering, please fill out the second page of this letter and list your first, second and third party choice with the #1, #2 and #3 in the spots provided. Regardless of your ability to attend, we are always looking for volunteers that are willing to send in food, drinks, etc. Please note that we have been limited to one snack and one drink at some of the events. Also, most of our parties are in the morning so we have been asked to keep that in mind when planning the snack.

To help cover the cost of all the celebration supplies (i.e., crafts, games, paper products, etc.), I am kindly asking each family to donate between **\$5 to \$10**. Any amount is appreciated and will greatly help us. Please enclose the money and your completed form in an envelope with your child's name on it and mark the envelope **Attn: XXXXX**. I would appreciate if you could return this by, **October XX**. Even if you are not able to volunteer, please feel free to fill out the first section of the form so that I can include you on any future e-mails and communications. Please be aware that I will be collecting a holiday gift and a year end gift later in the year for XXXXXX as well as a donation for our biggest fundraiser of the year, Ladies Night Out. I will be in touch regarding these collections later in the year.

**Class Celebration Schedule: (please edit to fit your classroom needs)**

**UN Day – Wednesday, October 24<sup>th</sup> (8:45 to 11:45)**

- We will be asking **2 volunteers** to help organize, serve, clean-up, and take pictures.

**Fall Festival – Wednesday, October 31<sup>st</sup> (Time TBD - Afternoon)**

- We will be asking **2 volunteers** to help put on costumes and then help with a snack.
- **All parents are invited** to attend the parade. More information to come regarding the parade time.

**Thanksgiving Snack – Wednesday, November 21<sup>st</sup> (Morning)**

- We will be asking for volunteers to send in a snack and drink. We would like to do something that represents Thanksgiving.

**Read for 2013 – Friday, December 14<sup>th</sup> (11:10 to 11:50)**

- **All parents are invited** to join their children to read quietly.

**Winter Celebration – Tuesday, December 18<sup>th</sup> (9:30 to 11:45)**

- We will be asking **3 volunteers** to help celebrate with a craft, games and a snack.

**100<sup>th</sup> Day of School – Wednesday, February 13<sup>th</sup> (Date may change - Morning)**

- We will be asking for volunteers to send in a snack and drink.

**Valentine's Day – Thursday, February 14<sup>th</sup> (Morning)**

- We will be asking for volunteers to send in a snack and drink.

**Dr. Seuss' Birthday – Friday, March 1<sup>st</sup> (Morning)**

- We will be asking for volunteers to send in a snack and drink.

**World Read Aloud Day – Thursday, March 7<sup>th</sup> (Time TBD – Morning)**

- **Students may invite one Senior** to come in and read.

**St. Patrick's Day – Friday, March 15<sup>th</sup> (Morning)**

- We will be asking for volunteers to send in a snack and drink.

**Cinco de Mayo – Thursday, May 2<sup>nd</sup> (3:40) and Friday, May 3<sup>rd</sup> (8:30 to 11:45)**

- On Thursday we will be asking for **any volunteers** to help set-up for the celebration.
- On Friday we will be asking for **4 volunteers** to help with setup, serving, cleanup, etc. If volunteers can only help for a portion of the time we can set up shifts to allow more parents to help.
- On Friday **all parents are invited** to attend the celebration.

**Science Day – Friday, June 7<sup>th</sup> (8:30 to 11:45)**

- We will be asking for **5 volunteers** to help set up experiments and help lead the experiments. If the volunteers can only stay for a portion of the time we can set up shifts to allow more parents to attend.

**End of Year Celebration – June TBD (Once last day of school is confirmed)**

- We will be asking **3 volunteers** to help celebrate with a craft, games, and some treats.
- If the weather is nice and we are able to celebrate outdoors, **all parents will be invited** to attend.

Thank you so much for your support and feel free to reach out to me with any questions or concerns!

Thanks,

**Mrs. Gaines' Second Grade Class**  
**Sign Up Sheet**

Name (Volunteer): \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_ Yes, I would like to volunteer for the following events. Please mark your choices with 1, 2, or 3:

\_\_\_\_\_ **UN Day** – Wednesday, October 24<sup>th</sup> (8:45 to 11:45)

\_\_\_\_\_ **Fall Festival** – Wednesday, October 31<sup>st</sup> (Time TBD - Afternoon)

\_\_\_\_\_ **Winter Celebration** – Tuesday, December 18<sup>th</sup> (9:30 to 11:45)

\_\_\_\_\_ **Cinco de Mayo** – Friday, May 3<sup>rd</sup> (8:30-11:45)

Please circle one: Yes, I can attend the entire time / I can only attend from \_\_\_\_\_

\_\_\_\_\_ **Science Day** – Friday, June 7<sup>th</sup> (8:30-11:45)

Please circle one: Yes, I can attend the entire time / I can only attend from \_\_\_\_\_

\_\_\_\_\_ **End of Year Celebration** – June TBD

\_\_\_\_ Yes, I am willing to send in an item for the following events. (Please circle snack or drink.)

\_\_\_\_\_ **Thanksgiving Snack** – Wednesday, November 21<sup>st</sup> (Snack/Drink)

\_\_\_\_\_ **100th Day of School** – Wednesday, February 13<sup>th</sup> (Snack/Drink)

\_\_\_\_\_ **Valentine's Day** – Thursday, February 14<sup>th</sup> (Snack/Drink)

\_\_\_\_\_ **Dr. Seuss' Birthday** – Friday, March 1<sup>st</sup> (Snack/Drink)

\_\_\_\_\_ **St. Patrick's Day** – Friday, March 15<sup>th</sup> (Snack/Drink)

\*\*Please note that we do have some food allergies in the class. As a result we ask that anyone sending in food avoid items containing milk. There are currently **17 students** in the class.

\_\_\_\_ Yes, I am willing to help set-up for Cinco de Mayo after school on Thursday May 2<sup>nd</sup>. (We ask that parents that have younger siblings make alternate child care arrangements for safety reasons.)