

Standard Operating Procedure

**GIFT COLLECTIONS FOR TEACHERS**  
**CHRISTMAS AND END OF YEAR**

HSA-SOP  
1.0

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## 1.0 PURPOSE

This document defines the roles, responsibilities and processes for the organization and communication of collection for teacher gifts to be provided at Christmas and the end of the school year.

## 2.0 RESPONSIBILITIES

Function	Activity
HSA	Drafts parent correspondence for review by the Principal. Distributes approved correspondence to the Key/Class Parents. HSA obtains and consolidates monies collected for "Specials" teachers. Monies collected will be divided evenly between all "Special" teachers and distributed.
Principal	Reviews and approves correspondence for distribution to the Key/Class Parents
Key Parent	Distributes information to the all families assigned to the respective class. Collects and keeps track of monies received. Ensures that break down of money as directed by parents is followed. Provides HSA with final count of money received for teacher prior to distribution Provides HSA with the money collected for "Specials" teachers.

## 3.0 PROCEDURE

- 3.1 The HSA drafts a copy of the parent correspondence for review by the Principal.
- 3.2 The Principal reviews, modifies and/or approves the correspondence for distribution.
- 3.3 The HSA distributes the correspondence via email to the Key parent for further distribution.
- 3.4 The Key parent provides the correspondence (via hard copy) to all families assigned to their respective class.
- 3.5 The Key parent collects and keeps track of monies received.
- 3.6 The Key parent ensures that break down of money as directed by parents is followed.
- 3.7 The Key parent provides the HSA with the final count of money received for teacher prior to distribution.
- 3.8 The Key parent provides the HSA with the money collected for "Specials" teachers.

### General

- The HSA asks that the Key Parent provide the monies collected in the form of cash to the teacher (assistants / aids) but does not purchase a gift with that money.
- If possible, try and come up with a unique and creative way to provide the money collected.

## 4.0 APPENDICES

### APPENDIX 1

#### Example Email to Key Parents from the HSA (Christmas Collection Example)

All -

I know things are moving fast with the holiday approaching so I wanted to make sure that you had enough time to start collections for teachers' gifts sooner than later.

Attached is the approved teacher gift collection letter, please do not modify the content of the letter.

Historically all monies collected are provided to the teacher as a cash gift. We have tried to come up with unique and creative ideas to present them. You are all such a creative bunch, I am sure the ideas will be amazing.

Collection of the monies for the specials teachers can be sent to me c/o Benjamin Sachewicz, 6A. Once all the donations are received, we will divide them up between the specials teachers and present them with the cash.

Before sending your teachers their collected gift money, please let the HSA know how much was collected.

If you have any questions, please let me know.

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**Note: Communication for the year-end teacher collection will be similar to the example provided above.**

## APPENDIX 2

### Example Letter for Distribution to Families from the Key Parent

Dear Parents:

We are organizing a collection for a Christmas gift for the Teachers and Classroom Assistants (Kindergarten and First Grade) and the Commission Aids as assigned. **Contribution to the gift is completely optional!**

If you are interested in contributing toward a gift for [INSERT TEACHER / ASSISTANT / AID NAME], please return this form with your contribution (Cash only please), in an envelope addressed to [INSERT KEY PARENT INFORMATION].

This year we are also asking that each parent contribute \$1 (again, completely optional) so that we can pass along a gift from the students to the Special Subject Teachers (Music, Gym, Library, Art, Spanish, Computers). Again, there is no obligation to contribute, but all participation is appreciated.

Please send in your gift no later than December 18<sup>th</sup>. The gifts will be given to the Teachers at the classroom Christmas Parties.

If you have any questions, please reach out to your Key or Class Moms. Thank you, and Merry Christmas,

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#### Christmas Teacher Gift Donation

Child's Name	
Amount for Teacher	
Amount for Classroom Assistant+	
Amount for Commission Aid*	
Amount for Special Subject Teachers	

+Classroom Assistant: Kindergarten or First Grade Only

\*Commission Aid: Mrs. Ferrari (2nd-4th grade), Jean Ann Petrizzoli – Language Arts (5th-8th grade), Carol Mastrola – Math (5th-8th Grade).

Please return to: [INSERT KEY PARENT INFORMATION]

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**Communication for the year-end teacher collection will be similar to the example provided above.**

## 5.0 DOCUMENT REVISION HISTORY

<b>Document Revision History</b>		
<b>Version No.</b>	<b>Description of Change</b>	<b>Justification of Change</b>
1.0	SOP Written	N/A