



At the beginning of the year, teachers of each class ask for volunteers (sometimes two parents will team up to do it together!) to act as Class Parents.

Class Parent Responsibilities include:

- Planning & executing class parties throughout the year
- Communicating with other parents when needed
- Planning and coordinating class booth at the Fall Festival on October 5<sup>th</sup>
- Purchasing teacher gifts for Christmas and end of year

**What to do as class parent:** In the first week or so of school you can send an introductory letter home to families requesting their contact information (phone/email) as well as request a suggested donation (see below) which will cover specific class costs incurred throughout the year. It usually helps to provide a tear off at the bottom and a return envelope addressed to your child to make getting this back from families a little easier.

Donation- We suggest requesting a donation of \$40 per child (**1st grade may want to ask for \$45-the extra \$5 may be needed to cover costs for Communion Breakfast hosted by 1<sup>st</sup> grade families**)

**The suggested donations are used as follows:**

\$10/child for teacher Christmas gifts

\$10/child Teacher end of year gifts

\$10/child class donation basket for Fashion Show raffles

\$10/child crafts/party supplies for year

*\*\*\*\$5/child- first grade only- Communion breakfast\*\*\**

**Please note:** The First Grade class coordinator will be responsible to coordinate and host the Annual Second Grade Communion Breakfast, held in the School Gym, in May (the week following First Holy Communion). First Grade families are asked to donate a food or drink item. Party supplies/decorations will need to be purchased as well. The extra \$5 donation collected at beginning of year can help cover costs. Breakfast usually consists of coffee, tea, juice, water, muffins, bagels/mini bagels, munchkins, fruit, cookies, brownies, etc. More like a brunch than a breakfast. The HSA will cover any additional costs, if necessary.

**If interested, please tear below and send into class with your child/children**

YES!! I would like to volunteer to be class parent this year!!

Name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_