



# WELCOME

9/20/2018

Dear Parents,

Welcome! My name is <parent's name> (<student's name> mom) and I am very excited to introduce myself as <teacher's name> Home Room Coordinator for this year (a.k.a. room parent or HRC)! I hope the school year has gotten off to a great start and I look forward to meeting all of you!

As HRC, my role will be to assist <teacher's name> in coordinating various activities, events, and classroom volunteer opportunities throughout the school year, as well as organizing teacher appreciation gifts. Throughout the year I will be sending home emails like this one to ask for assistance and to help keep you informed.

Besides helping <teacher's name>, I also have some responsibilities to the PTO. The responsibilities are largely built around furthering communication to keep you informed of school-wide happenings. I want to make sure you are aware of every opportunity to be involved in your child's classroom and school.

## Reminders & Other Important Information:

- > *Requirements/actions that must be completed in order to volunteer.*
- > *Status of PTO membership drive & potential prizes for students/teachers of winning classes (including deadline & how to sign-up).*
- > *Remind parents to share pictures they take with the Yearbook team – and instructions on how to do so.*

## Save The Date:

- > *Schedule of class parties, events and field trips (if known).*
- > *The kind of help the teacher needs (classroom readers, art station helpers, brown bag helpers, etc.) and how to sign-up (these first 2 items may need to be sent out in a follow-up email after you meet with your teacher and have had time to get organized).*
- > *Upcoming School Events & Fundraisers, such as Pride Store, Picture Day, Spirit Nights, Career & College Week, Adventure Dash & Boo Bash.*

Please contact me anytime with any questions or comments you might have. Thank you so much for all your help and participation in our class events. I'm looking forward to an exciting and fun year!

Sincerely,

<your name>

<your email>

<your phone number>