**(Teacher’s Name) Class Fund Letter**

Hello Parents,

We are excited to introduce ourselves as (insert teacher) Room Parents this year! In order to avoid multiple requests for supplies and gifts throughout the year, we are asking for your donations at the start of the year.

1. **Supplies**: Since all children participate in the classroom events and parties, we ask that all parents contribute to our classroom fund for supplies.

* Winter Party -
* Valentine’s Party -
* End-of-Year Party -
* Other Activities -

Our total class funds budget is ($), so with (number) students in the class that is a suggested amount of ($10) per student.

You can pay this amount through the Fresh Schools Website (<https://www.freshschools.com/app/schools/providence-spring-elementary>) or with cash or check by returning the second part of this letter in the envelope provided.

Thank you for your support of our classroom! You will receive an emailed receipt from us once we receive your donation. Please contact us with any questions.

(Room Parent Names)

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\*\* Please fill out this form and return it with any donation you are making (or not) to (insert name) in the envelope provided. Checks should be made payable to (insert name).

***Total Amount Enclosed*** \_\_\_\_\_\_\_\_

Parent Name & Email for receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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