



Randolph Elementary PTO

Dear Parents,

The end of the school year is fast approaching! As your Room Parents, we are coordinating a class gift for our children's homeroom teacher. Participation in this class gift is voluntary. We understand that some families prefer to handle any gift giving on their own.

If you would like to participate in the class teacher gift, please send your contribution to class in a sealed envelope addressed to:

\_\_\_\_\_ by \_\_\_\_\_.

(Room Parent's Name c/o Child's Name)

(Date)

Thank you, in advance, for your contribution. Please don't hesitate to contact us if you have any questions.

Sincerely,

Your Room Parents

\_\_\_\_\_  
(Room Parent and contact information)

\_\_\_\_\_  
(Room Parent and contact information)