

Dear Parents,

*Name (and I) am/are* so excited to serve as Room Parents for *Ms. Teacher's* class this year! We look forward to a fantastic year. Please help us out with a couple of items to get started:

**Class Funds:** Room Parents oversee, with the teacher, a classroom fund to be used for classroom activities. The money may be used for special treats, special classroom crafts, field day supplies, etc. Field trips are not covered by these funds. The teacher and Room Parents work together to determine how the funds are spent. The Room Parents are responsible for keeping financial records and receipts and for reporting expenses to you. We will provide a class-shared Google Sheet with accompanying receipts/invoices so you can check in on how the funds are spent throughout the year. Room Parents are collecting **\$25** from each child in the class for the class fund.

**Class T-shirt:** Each student will have a class T-shirt. These shirts are used for field trips, Field Day, and other special events like the Fun Run. The cost of each shirt is **\$5**. There will be an opportunity to order a second shirt for your child if you would like an extra through the West U Gear Committee. Note: These are cotton t-shirts. Please let us know your child's shirt size. We have attached a size chart.

### **Total Payment**

Please send the **\$30** for class funds and t-shirts to me by Wednesday, September 13. Please include your child's name AND t-shirt size in the notes of your payment. My PayPal and Venmo accounts are listed below. No cash will be accepted.

*(insert preferred payment info - Venmo/Paypal/Zelle or personal check delivery, etc)*

### **Classroom volunteers**

There will be plenty of opportunities to volunteer throughout the year. We will have both a class SignUp website and a class-shared Google Sheet. The Google Sheet will contain a Directory, Budget and a page of Important Links and our class Sign-Ups link. Everyone who subscribes to Room Parent emails will be given viewer access to the spreadsheet. If you use a different email for Google access than the one provided to the Room Parents please let them know. This sheet will be your main hub of information related to the class. Note: Google Sheets is also available as an app and accessible on a smartphone. For school-wide volunteer opportunities you can always go to the [volunteers](#) page of the PTO website.

### **Classroom SignUp Website**

We have a specific class website dedicated to sign-ups. Please use this link *(insert link here)* to see all class-related and schoolwide signups. This is a new system so we appreciate everyone's patience as we navigate it. If you have a Google account you will not need to create a new account to use this. This page will be updated regularly as more events pop up. Right now there are opportunities to help out for Boo Bash. Take a look!

### **West U Social Media Release**

West U has its own media release form (separate from HISD). If you would NOT like your child featured in any social media posts/event photos please fill it out [here](#) and include a photo of your child so we know not to post anything.

### **VIPS Approval**

Don't forget to get [VIPS approved](#). This allows you to come into the school and volunteer and watch school-wide events such as Field Day, Fun Run, Holiday Parties, etc. You will NOT be permitted in the school if you have not been approved.

### **Distribution List**

If you would NOT like to be included in Room Parent emails (note: this covers everything related to what the kids do OUTSIDE of their school work such as volunteering, class parties, class-wide events, school-wide events, etc) please let us know. In addition, if you would like us to ADD someone to this list then please let us know as well.

### **Mustang News**

Please subscribe to the Mustang News! It goes out weekly and includes all important events happening around the school. It will also include any school closures related to weather. This is a very important email to receive! Sign up [here](#).

### **School Directory**

Please sign up to be part of the school directory [here](#)! It's a great resource for the parents at the school.

We are happy to hear from you and welcome your questions or suggestions!

*Room Parent 1*

*Room Parent 1 email*

*Room Parent 1 phone number*

*Room Parent 2*

*Room Parent 2 email*

*Room Parent 2 phone*