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Dear Parents-

I would like to take this opportunity to introduce myself as the Room Parent for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s \_\_\_\_\_\_\_ grade class for the 2019-2020 school year.

As Room Parent, I will serve as your primary contact/teacher liaison with respect to classroom events and activities which require classroom volunteers (i.e., birthday and classroom parties, teacher gifts, school-wide events such as Field Day and Teacher Appreciation, etc.).

**Volunteer Information**

You must have a STAR badge to volunteer at Gator Run. All volunteers must register for at [**www.browardschools.com**](http://www.getinvolvedineducation.com)**/getinvolved**. Approval time usually takes a week. You will need to go the front office and check to see if you have been approved a week or so after registering. ***All parent volunteers MUST have a STAR badge to participate in school activities.***

Please make sure to record all your off-site volunteer hours (preparing or shopping for a classroom party or school event, work at home for the teacher on a classroom project, etc.). An “Off Site Volunteer Hours Tracking Form” can be found on the PTA website at [www.gatorrunpta.info](http://www.gatorrunpta.info) under the Room Parent tab. Please turn in this completed form once the deadlines are announced.

I look forward to working with you throughout the year. Even if your time is limited and/or you work outside of the home, you can still be involved with your child’s class or school events. One hundred percent parent involvement will make it an extraordinary year for our children. Please feel free to call me with any questions you may have.

Sincerely-

Room Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_