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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 2020-2021 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. holiday party, end of year party, teacher birthday, teacher gifts, school-wide events such as Field Day and Teacher Appreciation, etc.)

**A couple of notes from our administration:**

* All class communication from the Room Parent **must** be provided via **email**. For the safety and privacy of our students, class directories are not permitted.
* We can ONLY collect money on three occasions (winter celebration, end of year celebration, teacher/aid b-day).
* We are not permitted to ask the teacher address to deliver gifts or do drive-by parades.

**Volunteer Information:**

1. **You must have a STAR badge** to volunteer at Gator Run. We don't know yet if in-person volunteers will be allowed on campus this year, but in the event we do- it’s better to be prepared with your badge. All volunteers must register for the 2020-2021 school year at [**www.browardschools.com**](http://www.getinvolvedineducation.com)**/getinvolved**. These volunteers will be automatically screened for the new school year and approved volunteers will receive a confirmation email.
2. **Please visit GatorRunPTA.com** it is a great resource to find information and dates for upcoming events, purchase items like your spirit shirt and spirit gear, and more.
3. 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 GatorRunPTA.com under the Room Parent tab. Please turn in this completed form when the deadlines are announced.

Please feel free to call me with any questions you may have.

Sincerely,

Room Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Room Parent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_