

Dear \_\_\_\_\_,

Thank you for volunteering to help with the parties for and events for \_\_\_\_\_ class. I tried to give everyone their first choice in parties, but due to a large number of requests, there may have not been enough spaces for everyone to help.

I have marked below opportunities when your help is needed. Please keep your party date available. If anything does change, please give enough time to find a replacement. The parties usually start around 1:30. More details will come as the party gets closer. For other volunteer events, as the teacher contacts me, I will contact you.

Please feel free to contact me with any questions or ideas! I look forward to working with you and your children this school year!

Thank you,

Classroom Coordinator

You have been assigned to the following party:

Halloween	Holiday	
Valentine		
10/31/08	12/19/08	2/14/09