Dear Parents,

**We need your help please!**

We’ll be having the <Add Name> class party on <date> from <time>.

We’re asking for a few volunteers to help in the classroom during the party. No special skills required. We just need some extra grown-up hands to help with the set-up, activities, and clean-up. We promise it will be easy and it really is fun to celebrate with the kids on their turf.

We know being in the classroom doesn’t work for many people, we’re also looking for a few items to be sent in so hope you’ll consider signing up to send in a snack or materials.

**How to Sign Up:**

\*Everyone handles sign ups a little differently. Plug in your details here on where parents can find your sign-up forms.\*

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**Can't Help This Time?** That's OK, we get it. Please take a minute to let us know how you might be able to help in the future.

I might be able to help: (check off any that apply)

\_\_ In the classroom at the next event

\_\_ Sending in snack/activity items for the next event

\_\_ Collecting items from other parents

\_\_ Organizing volunteers for <add details>

\_\_ Organizing teacher appreciation gift

\_\_ Other

\*add any other things you often need help with\*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to: \*add name and where/how to return\*