![MC900435963[1]]()

**It’s Halloween Parade and Party Time!**

Hi, everyone! I am the Room Parent this year, and I am really looking forward to working with you in what will be a fun-filled year for our 2nd graders! **In just a few weeks, we will have our Halloween class party.** We need help from everyone in order to make it a great time for the kids. Please see details below.

**Time and Place – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parade** – The parade will begin at \_\_\_\_\_\_\_\_. Children will be changing into costumes at \_\_\_\_\_\_\_\_\_. We will need a few parents to assist the children with their costumes.

**Party** – The individual class parties begin immediately following the parade, usually around \_\_\_\_\_\_\_\_\_. The party will conclude at \_\_\_\_\_\_\_\_\_\_ as to leave time for clean-up and dismissal.

*I will contact you asap to confirm how you can help with the party. It will be a great time! My contact info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Please mark below where you are able to help and send in with any/all monetary donations in an envelope marked ‘Halloween Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_], and the teacher will make sure I receive it.*

**Volunteers and Donations Needed**

* **Money** – We are asking for a *voluntary* monetary donation of $5 / family to help pay for activity/craft supplies, snacks, and goodies.
* **Food / Goodies / Paper** – Donate cupcakes, individual bags of Halloween pretzels, or small water bottles for party; OR small prizes for games; or paper goods (\_\_\_\_\_\_\_ students in class).
* **Party Set-up** - Set up party while kids are at recess (time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).
* **Party Help** - Assist with supervision of activities /snack at the party so that the class party runs smoothly (time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**.**

**Your name and child’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your phone and/or email:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions, comments, ideas:**