



Lyon / Pleasant Ridge PTA

(Parent-Teacher Association)



September 4, 2008

Dear Parents and Guardians,

Welcome to _____'s class! _____ and _____ are your room parents this year. We are looking forward to supporting the class this upcoming year.

Some of the things we will be helping to coordinate (with your help!) may include:

1. Class celebrations with activities and healthy snacks
2. Coordination of volunteers for field trips and other classroom activities
3. Our class' participation in the annual PTA benefit class gift auction item
4. A year-end thank you and show of appreciation for (insert teacher name) and the rest of the staff here at (insert Lyon or Pleasant Ridge) school

With this in mind, we are asking each family to contribute to our class fund. The PTA recommends a donation of \$25 per family. This is a completely voluntary contribution and we stress that each family contribute whatever amount they are comfortable with. Our goal is to budget these funds throughout the year for all of our classroom needs. Please place your contribution in the envelope provided and return it to one of us tonight or send the sealed envelope to school with your child. We hope to receive your contribution by September 29.

Thank you in advance for your help. We welcome all kinds of participation-from helping to plan a great classroom celebration to chaperoning a field trip. We look forward to seeing you throughout the year. Please feel free to contact us if you have any questions!

Sincerely,

(Insert room parent names here)

Lyon/Pleasant Ridge Parent Teacher Association – www.lyonprpta.org

Lyon School: 1335 Waukegan Rd, Glenview IL 60025 - PH: 847-998-5045

Pleasant Ridge School: 1730 Sunset Ridge Rd. Glenview, Illinois 60025 - PH: 847-998-5050