Dear Parents,

There are several activities planned during the school year that add a lot of fun to your student’s academic schedule. In addition to these activities, we want to recognize Ms./Mr.\_\_\_ for his/her dedication and commitment to our children.

We have found it easiest for parents, as well as room parents to collect one sum at the beginning of the year to be used for teacher gifts and to supplement class party supplies. This donation is separate from the monies you donated to the PTO membership drive.

***This is money used in our grade only.***

Each class is asking for a one-time donation of **$35.00 per student** or any contribution that you can make.

The classroom funds collected will go towards several teacher gifts including birthday gift, holiday gift, teacher appreciation gifts and the end of the year gift. Also, included is $2 per student which goes towards gifts for the Specials teachers. Your room parents have been given a sample budget and guidelines to work from in an effort to keep things consistent.

Remaining funds will go toward classroom party supplies. Please note classroom funds primarily go towards gifts, and therefore you may receive separate requests during the year for donations and volunteered time for class parties, other grade level events, and various PTO events.

As always, any donations made whether it be money, supplies, and/or time are greatly appreciated and always optional.

*We are excited to offer our families an online payment option this year for classroom funds.  Just follow the easy steps outlined below to complete your transaction:*

*STEP 1:  Login to your account at* http://secure.cheyennetraditionalpto.org

*STEP 2:  From the pull-down menu that says, “What would you like to do?” select ONLINE STORE*

*STEP 3:  Scroll through the products and select CLASSROOM FUND DONATION*

*STEP 4:  Select the Grade-Teacher for the class you are donating to from the pull-down menu*

*STEP 5:  Click on ADD TO CART.*

*\*\*If you have more than one child, click on CONTINUE SHOPPING and repeat STEP 4 and 5 for each child.*

*STEP 6:  Select CHECK OUT and enter payment information to place the order.*

*Thank you for supporting your student’s teacher/class, and if you have any questions, please email us at*[admin@cheyennetraditionalpto.org](mailto:admin@cheyennetraditionalpto.org)*. The deadline for online class funds payments will be November 1st.*

Please note that if you wish to donate an amount other than the recommended $35, such payments will need to be made by check or cash. If you would prefer to pay by check, we have provided an envelope addressed to \_\_\_\_\_\_ for your convenience.

Thank you so much for your time and donation. Every dollar goes towards supporting our teacher and Specials teachers!

Together we can plan a wonderful year for our children!

Your Room Parents,