

ROOM PARENT NOTE: For classes that share teachers (e.g., Kindergarten, 1st grade), please coordinate with other class to ensure equality/fairness with classroom teachers.

Dear Parents,

It's that time of year to say a big "Thank You!" to our teachers for their hard work and commitment to our children's education.

I am organizing a group gift for our fabulous teachers. Your contribution to the group gift is completely optional and if you prefer to give your own gift that is fine. Just mark the box "not participating" so that we don't check back with you about your contribution. If giving individually, please review the Gift Policy as described in the *2015-2016 Parent & Student Handbook* which states that employees and staff may not accept gifts having a value of more than \$50.

The group gift collection is for our classroom and specialty teachers. We want to recognize all our teachers for their wonderful contribution they have made to our children's future.

I suggest an amount of \$25 for each of our teachers, Prekindergarten through Grade 5. The specialty teachers will receive contributions from many classes, so the suggested amount to contribute should be around \$1 to \$2 per specialty teacher.

Once you decide your contribution allocation, please fill out the attached form and write your check payable to [Insert Room Parent Name].

Please return the form and check to [Insert Room Parent Name], no later than XXX XXX, 20XX. You may send your check and form in the pre-addressed envelope and mail it to:

Room Parent Name

Room Parent Address

Many thanks for your generosity!

Gift Amount Form

Child's Name: _____

The following suggestions have been recommended by the Gillispie Head of School and the Room Parent Committee. They are guidelines only. Please participate as you like. Your gift amount is confidential.

Gift Amount

\$25 suggested per teacher

Teacher Name _____

Teacher Name _____

Specialty Teachers:

\$1 - \$2 is suggested per specialty teacher. We suggest a **TOTAL** of \$XX for all of our specialty teachers.

Specialty Teacher Name - Subject
Specialty Teacher Name - Subject
Specialty Teacher Name - Subject
Specialty Teacher Name - Subject
Specialty Teacher Name - Subject
Specialty Teacher Name - Subject
Specialty Teacher Name - Subject
Specialty Teacher Name - Subject

Check Total: _____

We will be doing our own gift giving, thanks! _____