

SAMPLE PARENT LETTER FOR ROOM PARENTS TO DISTRIBUTE

January, 2012

Dear Parents,

Please join us as we roll out an exciting Carnival and Silent Auction this year for St. John's! Rediscover the kid in you at the annual St. John's Preschool Carnival on Saturday **March 3, 2012** at St. John's Church. This year's Carnival promises to bring our wonderful preschool family together for three hours of fun, friends and lots of laughs. This year our Silent Auction will be held in the evening on **Saturday April 21, 2012**. This year's adult only event is shaping up to be another fun evening with fellow St. John's parents, teachers and alumni. You do not want to miss either one of these fantastic events! Proceeds from the Carnival and Silent Auction will be used for enrichment programs and the St. John's tuition assistance program. To make this year's Carnival and Silent Auction a success, we need your help pulling it all together.

Here's how you can help:

- **Contribute to the class raffle basket.** This year, our class has been given the theme of

“ _____ ” as our class raffle basket. We will be posting a wish list of items to include in the basket and would ask that each family sign up to contribute one of the items. **Items are due to either _____ or _____ by Thursday/Friday, February 2-3, 2012.**

- **Volunteer to help run a game.** Our class game is “ _____ ”. A sign up sheet for 30-minute shifts will be posted in February. Please sign up (one parent per family) for one shift. Parents only need to sign up for the game in their youngest child's classroom.

- **Contribute 2 bundles of baked goods for the cakewalk.** Don't be fooled by the cake walk title, though. We are asking for each family to provide 2 bundles of 3 cookies, 3 muffins, 3 brownies, or 3 cupcakes, etc. packaged in disposable

containers. Please label main ingredients for allergy awareness (no nuts). **Baked goods should be delivered to the school kitchen on Friday, March 2nd (1-4pm) or during set-up at 11:00 am on Saturday morning, March 3rd.**

- **Donate Silent Auction items.** This can be as easy as talking to a local merchant you frequent or donating your very own time or talents. Keep in mind items do not need to be of significant retail value.

- **Drop off a bottle of wine for the “Instant Wine Cellar”.** Bring in a bottle of wine for the instant wine cellar raffle at the Silent Auction and be sure to fill out a personalized tag for your bottle when you drop it off at preschool.

- **Attend both events and have FUN!**

Thank you for your help in making this year's Carnival and Silent Auction a huge success. It couldn't happen without you!

-Your Room Parents