

Parent Confirmation Letter

If you create a database with the parent information, you can incorporate a mail merge and personalize the letters that are sent home. This is a great time saver!!!

TEAM :parent chaperone list:DB File not open

STUDENT:parent chaperone list:DB File not open

Please take this home to your parents...it is information he/she is expecting concerning chaperoning the Dance this Friday evening.

Date

Dear parent chaperone list:DB File not open,

Thank you so much for volunteering to help at our dance. Without parent involvement, we would not be able to have such great activities at our school.

If you could arrive around _____ and meet just outside of the front office...we will have the Parent Volunteer Book (we would want to have an official record of your time helping at our school) and name tags.

To make the evening progress smoothly, attached you will find a "Rotation List and Station". Jobs change every half hour to keep you awake and having lots of fun !!! There are plenty of breaks built in. During a break, please stop by our Hospitality Room.

Thanks again for volunteering your time...

SGA Advisor



ATTACHMENT: Rotation Schedule