





2. Meet the teacher

3. Maintain Confidentiality.

5. Send an Introductory Letter and Establish a Classroom Activity Fund

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6. Organize Spring Fair Volunteers, Theme Basket and Class Fun Jar.

7. Support PTO Sponsored Events

8. Other Classroom Events

## SCHOOL POLICIES

All volunteers must have their clearances completed. The final list of volunteers who will be attending parties should be completed a week before the event so clearances can be checked and confirmed. Please ask your teacher if they will forward this list of parent volunteers to the office or if you as HRPC can assist. This list is sent to the attention of Erin McCreary ([emccreary@cbsd.org](mailto:emccreary@cbsd.org)) and labeled party volunteers.

SAMPLE INTRODUCTION LETTER

