

### **Sample Volunteer Letter—A**

Dear Parents,

Throughout the coming year I will be looking for parents to volunteer in my classroom. If you are interested in volunteering, please fill out and return the form below so that I can fit your interests with our classroom needs. If you will be volunteering, please remember to contact me as soon as possible if you cannot come at the arranged time.

Thanks so much.

Sincerely,

Mr. Green

I would be interested in volunteering for the following:  
(Please check all areas of interest)

Working with individual or small groups of children in reading \_\_\_\_\_  
Working with individual or small groups of children in math \_\_\_\_\_

Helping students on computers using:

The Internet \_\_\_\_\_  
Word processing \_\_\_\_\_

Making activities for learning centers (cutting and pasting) \_\_\_\_\_  
Helping out with arts and crafts projects \_\_\_\_\_  
Helping out with classroom parties \_\_\_\_\_  
Going on field trips \_\_\_\_\_

I cannot help in the classroom, but can volunteer from home (making learning center games, cutting and pasting, and making phone calls). \_\_\_\_\_

Student's name \_\_\_\_\_

Parent's name \_\_\_\_\_

Phone number and best time to call \_\_\_\_\_



## **Sample Volunteer Letter—B**

Dear Parents,

Throughout the coming year I will be looking for parents to volunteer in my classroom. Volunteer times are **Tuesday and Thursday afternoons from 1:30–2:45**. Please fill in the form below—and check multiple areas of interest if you wish—so that I can fit your interests with our classroom needs. Once all papers have been returned, I'll prepare and send home a volunteer schedule. If you can't make it in at your time, feel free to switch with someone else. If you've switched times or you can't come at all, please contact me. Thanks so much.

Sincerely,

Mr. Green

I would be interested in volunteering for the following:  
(Please check all areas of interest)

Working with individual or small groups of children in reading \_\_\_\_\_  
Working with individual or small groups of children in math \_\_\_\_\_

Helping students on computers using:

The Internet \_\_\_\_\_  
Word processing \_\_\_\_\_

Making activities for learning centers (cutting and pasting) \_\_\_\_\_  
Helping out with arts and crafts projects \_\_\_\_\_  
Helping out with classroom parties \_\_\_\_\_  
Going on field trips \_\_\_\_\_

I cannot help in the classroom, but can volunteer from home (making learning center games, cutting and pasting, and making phone calls). \_\_\_\_\_

Student's name \_\_\_\_\_

Parent's name \_\_\_\_\_

Phone number and best time to call \_\_\_\_\_

