

It’s time to start planning the

Valentine Party,

**(DATE)**

at (Time)!

Party Planners & Donators

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| **Name** | **Phone Number** | **Email** |
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The party is scheduled for **(Date & Time)**.  Please plan to arrive at (School’s Name) at (Time) to sign in.  Volunteers will not be able to get into the classrooms early to set up, so please do as much at home as you can.  The party will need to be done and cleaned up by (Time).  The students will need to be ready for dismissal and the parking lot cleared as much as possible.  Please remember to park in the parking lot, not the circle drive.

Parties are typically broken up into “stations”.  Snack, Craft, and Game, work well for the party station activities.  The kids (# of students) will be divided up and will take part in each station.  Each station will last about (#) minutes each.

Please respond to this email no later than **(Date)** and let me know which station you would like to help out with.  You will be responsible for deciding the activities and will also need to let me know what supplies you will need.  I will then let the parents responsible for party donations, know what they will need to have delivered to the classroom by the day of the party.  (Teacher’s Name) will have a dedicated spot to keep the party supplies as they are brought in to class.

 Some things to keep in mind when planning out the activities for the stations:

There is limited time for set-up and clean-up.  Please keep all activities simple, (especially for younger kids).  Please consider using materials that aren’t too messy or elaborate.  Plastic table clothes are awesome for clean up!  You can push everything to the center of the table, pick up the table cloth and put it in the trash!

Some station ideas used in the past include:

* Snack:
* Craft:
* Game:

All classrooms, even those with no peanut allergies, need to follow (School’s Name) food policy.  Please be respectful and mindful of the severe peanut allergies in our building.

Also, some parties have a “goody bag” for the kids to take home.  Let me know if you think we should include this or not on the party donations.  The goody bags DO NOT need to be elaborate.  Pencils, erasers, a sweet treat, from the dollar store would be more than adequate.

Once we have our party activities planned, I will need to email them to (Teacher’s Name) for final approval.

Thank you so much for volunteering and I look forward to working with you!

(Homeroom Parent’s Name)