

Dear Parent:

Your child has signed up for a home economics class this semester. All materials needed for the basic program are provided by the school. Funds provided by the District allow us to provide a basic course of instruction. In an effort to make the class more interesting to him/her, we are asking for a contribution to purchase additional supplies. If successful in raising these funds, the students in this class will be able to participate through hands-on lessons, thereby, providing a more interesting class enhanced by your contributions. *We want you to know that if for any reason you are unable to contribute, your child will not be discriminated against and still will participate in the class.*

Thank you for your continued support of the education of your child.

Sincerely, _____ Principal

Dear Parent:

Welcome to another school year at _____ Elementary School. We are truly excited about the great things we are doing at _____ School.

As you know, funding provided to us by the District permits us to provide a basic educational program at _____ School. However, these funds are not sufficient to allow us to provide some of the programs and experiences we would like to provide to your child.

The educational program offered by the District can be enhanced with your help. _____ School is conducting a school-wide fund raising drive to raise funds that will supplement those provided by the District to pay for various educational field trips we will take this year. Your participation in this worthy effort will help us to raise funds to enhance the educational program provided by the District. Contributions to this fund raiser will be set up in a restricted account within our school accounts, subject to audit by District Internal Auditors and used only for this purpose.

This letter is a request for a contribution. We want you to know that such contribution is strictly voluntary. *If, for any reason, you are unable to pay, your child will not be prevented from participating in the various field trips this year.* Please make out your check to _____ School.

Again, with your help and understanding, we can provide a greatly enhanced educational program. Join me and (School Advisory Chairperson/PTSA President) in supporting this worthwhile cause.

Thank you and have a great year.

Sincerely,

Principal

School Advisory Chairperson

Below are four different sample wordings of letters that you as principal may choose to send home to your parents in regards to asking for contributions. Feel free to add or modify the language to suit your needs. We feel, however, that the language that has been "bolded" in each letter must be included in any letter to solicit contributions from parents or the community.

Dear Parent:

Funding for Florida public schools has never been higher. The irony of that statement is that it still is not adequate to provide the kinds of programs and experiences we strive to provide for our students. The educational program offered by the District can be enhanced with your help. As you know, we attempt to provide these enhancements through various fund raisers throughout the year. From time to time we may ask for contributions to help defray the costs of offering an educational program that can be enhanced by your contributions.

The fifth grade class at _____ School will be taking a field trip next Tuesday to the Zoo. The District provides some funds to pay transportation expenses for such educational field trips. Such funding is limited, and we would like to plan other field trips throughout the year.

We are asking that each family contribute \$X.00 towards the cost of this field trip. Doing so will help pay for next week's field trip thereby allowing us to make other field trips throughout the year. This letter is a request for a contribution. We want you to know that such contribution is strictly voluntary. ***If you are unable to pay, your child will not be prevented from attending next week's outing.*** Please make your check out to _____ School.

We appreciate your commitment to the education of your child. With your help, we can provide a program . . .

Sincerely,

_____, Principal

Dear Parent:

Your child signed up for an applied technology class in technology education this semester. All materials needed for the basic program are furnished by the school through funds provided by the District. However, in an effort to provide a more intensive hands on experience for your child, we will be doing a special project. Your student has several options as to what he/she makes and the class members will get to keep the finished product this semester. Prices vary on the costs of materials and a list of options is attached to this letter. ***If for some reason your child is not interested in doing any of the projects listed, he/she will be provided materials for an alternate project which will remain at the school.*** Thank you for your continued interest in your child's education.

Sincerely,

_____, Principal