

Dear Parents,

Hello & welcome to the start of the 2009-10 school year! We are your CAT (Classroom Assistance Team) Leads. Thank you for already signing up to help out **(your teacher's)** class whenever possible!! Your classroom support throughout this school year will be greatly appreciated by **(your teacher)** and our children.

We are taking up a classroom collection that will be used towards our class specifically. If you would like to contribute, please send in a suggested amount of \$15-\$20 (in an envelope addressed to **(insert name)**), or whatever amount is comfortable for you. Please know, that while your participation is **not** mandatory or required, it is greatly appreciated! If you choose not to participate, thank you for your consideration. Please also note that these funds **will not** be used towards teacher gifts, but will be going directly to the benefit of our students.

Thank you for your consideration. We look forward to a great year!

Sincerely,

(insert name)

CAT Lead

(insert contact info)