Dear Hilltop Teachers,

Attached are sign up sheets for the class parties. Please make them available for your parents on curriculum night. Please make sure to write your name at the top so we know which sheets belong to which teacher. Please put them in the PTO mailbox after curriculum night. We will make copies and give to your ‘head room parent.”

These sign up sheets are for parents who want to help out in the classroom on the day of the party or want to contribute something for the party.

These sign-up sheets are NOT for parents who would like to volunteer to be the ‘head room parent’ for your classroom.

The “head room parent’ is a parent who volunteers to coordinate the three parties with the help of other parents who signed up using the sign-up sheets. The “head room parent’ is responsible for communicating with the you on what expectations/rules you may have for class parties, for communicating with other parents what the plan for the parties are, and the contact for the PTO Board. This parent will also receive the ‘party money’ that is collected from all students & will need to sign a letter stating that they have received the money & that it will only be used for class parties.

Please ask your parents for a volunteer to be the ‘head room parent.” If you have more than one volunteer– we always encourage them to work together. However, the PTO needs one specific person to receive the party money.

Please email the PTO at [hilltophawkspto@yahoo.com](mailto:hilltophawkspto@yahoo.com) with the name of the parent who volunteers as ‘head room parent’ as well as their email address and phone number. The PTO will contact all head room parents and give them an informational packet about classroom parties.

The PTO is going to be sending out flyers next week for collecting Party & Folder Fee’s. Once all have been collected we will give the party money to each head room parent. We will give you more information about this fee collection next week.

If you have any questions, please contact us at [hilltophawkspto@yahoo.com](mailto:hilltophawkspto@yahoo.com).

Thank you!

Hilltop PTO