Dear [Teacher name] Parents,

Welcome to 2020-2021 school year! We know it will be a wonderful year in [Teacher name] class. Please be sure to attend the virtual Open House on Thursday, September 24th. Important information will be communicated, and it is one of the few opportunities to meet the parents in your child’s class.

Class Parent Volunteers:

There are numerous opportunities for you to help this year. This year may look a bit different than it has in previous years. We will have a lot of virtual events, but we will still need your help to make things successful. We hope that 2021 will allow us to have more events face to face but that is to be determined. Look for your area of interest or expertise. Please review the Sign-Up Genius to see where you would like to volunteer this year.

**Sign-Up Genius Link:**

Class Fund:

Each year we collect a “Class Fund” which will help cover costs for items such as class parties, teacher birthday, holiday and end of year gifts, Teacher Appreciation week and a class t-shirt.

A suggested contribution amount is $50 for the school year. To make things easier on families, each family can contribute $25 for the fall and $25 for the spring semester to cover the above expenses. Families who choose not to contribute will be asked to pay for individual expenses such as t-shirts. Contributions are completely voluntary.

You can Venmo or Paypal your contribution to (address).

**Sample of what $50 class fund contributions go towards:**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class t-shirts</td>
<td>10</td>
</tr>
<tr>
<td>Teacher birthday</td>
<td>5</td>
</tr>
<tr>
<td>Teacher Holiday</td>
<td>5</td>
</tr>
<tr>
<td>Teacher End of Year</td>
<td>5</td>
</tr>
<tr>
<td>Appreciation Week</td>
<td>15</td>
</tr>
<tr>
<td>Class Parties</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$50</strong></td>
</tr>
</tbody>
</table>

Classroom Pictures:

Any pictures you take of the class or students in the class, please, save those pictures. Once we have our yearbook finalized, we will ask you to upload those to the yearbook picture image share app or website. This will help the yearbook team tremendously! We want to make sure your class is represented in the yearbook.

HISD VIPS:

All volunteers must register through the HISD VIPS website (click here). An annual criminal background check will be completed before you can start to volunteer. HISD requires that all volunteers register each year. This whole process takes 5-10 minutes to complete. All volunteers must register online and pass a criminal background check before you can volunteer.
Step 1: Complete the required VIPS Volunteer Orientation Training and the VIPS registration online.

Step 2: Complete the entire Online Application in Raptor Volunteer Management System and submit your application.

Step 3: Once your application is submitted you will receive a confirmation email to your email address.

Step 4: An email will be sent to your email address informing you of your background check status.

Step 5: Once you are CLEAR to volunteer, you are eligible to volunteer in HISD schools. Our students benefit when we all volunteer!

PLEASE INCLUDE WHAT INFORMATION YOU WANT ---- Other Important Twain Information:

Twain Directory:

School Directory emails have been sent out. Please complete the requested information.

New Families
If you have not already done so, please register your family here.

If you DID NOT receive an email, please email TwainDirectory@hotmail.com. Include your child’s name, your name and your email address.

Friends and Family Campaign:

The Friends and Family Campaign is a critical piece of the Mark Twain PTO fundraising. It not only helps support the PTO gift to the school, but in the past several years has helped fund new library books and our new playground.

You can give online at: https://www.marktwainpto.org/ff-giving-levels

You may increase your gift by participating in a Corporate Matching program at your place of work. Please consider contacting your HR department to see if this is available.

For more information, please contact membership@marktwainpto.org.

Birthday Grams:

Though Birthday Gram may look a bit different for some of our school year, your child will still want one. Don’t forget to order your child a birthday gram online at the Twain PTO website. Birthday gram is $20.

Order your child’s Birthday Gram here: https://twaintech.wufoo.com/forms/kgq6ib50wlgg5i/

Twain Times:

The Twain Times is an e-newsletter that is sent out weekly, usually on Tuesday morning, that is full of important information for that week and upcoming activities. Please sign-up for the Twain Times here. Parents are not signed up automatically to the Twain Times. All parents need to complete the 3 step sign up to get all the latest news and info about MTE.
If you have any questions, please, let us know!!
Many Thanks,

Room Parent(s) Name