

Christmas Gift Letter

(Date)

Dear Parents,

"It's beginning to look a lot like Christmas..." Believe it or not, we will be on Christmas break in ___ weeks! It's that time of year to think about gifts for our wonderful teachers to thank them for all they do for our children. Many of you have asked if we could simply take up a donation instead of purchasing individual Christmas gifts for _____. (teacher & aide's name)

So, this Christmas we will take up a class collection for them. If you would like to participate in the collection, please send in a monetary donation (whatever amount you wish) in an envelope marked, "Christmas" by _____ (date). We will then divide the cash donations between _____ (teacher and aide). We will get a card for all the children to sign and will present it to them at the Christmas party. Please remember that this is NOT mandatory.

THE DEADLINE FOR DONATIONS IS _____ (date). If you will be writing a check, please make it out to me, _____ (name), **NOT** the school. Thanks so much. If you have any questions, please do not hesitate to call!

May you and your family have a Blessed Advent and a Holy Christmas!

Blessings,
(your name)

(Date)

Dear Parents,

On _____, the PTO will be sponsoring our annual B.A.L.L (Building a Lasting Legacy) in the OLV Social Hall. Every year, each homeroom class is asked to donate a themed basket for the silent auction. Donating these baskets is optional, but because these baskets bring in a lot of money for our school, we would like to ask each of you to do what you can to help our classroom participate and provide a basket for the B.A.L.L.

Our class basket theme is “your theme here”. (Explain a little about your basket here and let them know if you want \$ donations or item donations for the basket.)

Participating in the class B.A.L.L. basket is not mandatory, but if you are going to participate, please send in your monetary donation (or item donations) in an envelope marked “BALL Basket: attn: Your Name” with your child’s name on it by _____. If you will be writing a check, please make it out to _____, not the school.

Thanks in advance for your generosity and support of the B.A.L.L. and for helping OLV Catholic School Build a Lasting Legacy!

Blessings,
(your name)

BALL Raffle Ticket Letter

Dear Parents,

As you all know by now, our annual B.A.L.L. is just around the corner. I hope you are able to attend the B.A.L.L. this year. If you are not able to, there are many other ways you can help. The most important way is to pray for its success. One of the other ways is to purchase a raffle ticket. The school sells 400 raffle tickets, which raise \$20,000. The school keeps \$15,000 and gives \$5,000 away to a lucky winner or winners. I would like for our class to go in together and purchase a B.A.L.L. raffle ticket. It is not mandatory, but it gives us a chance to win \$5000! If we all participate, it would cost each family \$_____. If you wish to take a chance, please send in your \$\$ by _____. We will divide the winnings among those who participate.

If you have any questions, as always, feel free to contact me.

**Blessings,
(Your Name)**

(Date)

Dear Parents,

Believe it or not—we only have _____ weeks of school left! Our children have had such a wonderful year thanks to _____ (teacher's and aide's names).

We will be collecting _____ to give the teachers for their end of the year gifts. Usually, each family sends in a monetary donation (whatever amount you wish). We then divide the donations and give the teachers cash and a card signed by all the children. Please remember that this is NOT mandatory, so if you wish to do your own gift, that's ok—every child will sign the cards for _____ regardless.

The deadline for donations is _____. Please send your donation in an envelope with my name on it. If you will be writing a check, please make it out to _____, NOT the school. Thanks so much. If you have any questions, please do not hesitate to contact me.

Blessings,

(Your Name)