

Red Oak Elementary
Summary of Requested Donations Letter
2011/2012 school year



August 2011

Dear Red Oak Parents:

Every year as students return to school or attend Red Oak for the first time, we ask parents to complete a "beginning of the school year" packet of forms which for your convenience we have made available online. We have tried to simplify the process by combining as much of the information as possible on one form.

Below is a summary of items that include a request for funds:

1. Emergency Kits

- \$15.00 per student for new students
- **please note:** ziploc baggies will be going home with your student on the first day of school, please complete the form and return to school

2. School Supplies Donation Program

- Specific supplies by grade level as per the supply request list provided in June and available on the website
- **AND** \$50.00 per student Classroom Supply List donation to help defray the cost of supplies bought in bulk by the school such as construction paper, laminating materials and art supplies; and the cost of copying various educational materials (including paper)

3. PFA Membership & Directory

- \$15.00 per family to join the PFA, includes 1 directory (additional directories may be purchased by PFA members for \$6.00 each)

4. Music Program

- \$15.00 per student donation for all 3rd graders and **NEW** 4th & 5th graders

Please complete the "Summary of Requested Donations Form" and submit payment (**if by check please note child's name in memo section**), submit one check payable to Red Oak PFA and return to the school on one of the registration dates (see Registration Checklist Form for dates and times).

If you'd like more information about any of the items listed above, you can email questions to red_oak_elementary@yahoo.com or call Susan Crumpley in the office at 818-707-7972.

By law, any funds requested from parents by the PTO (Parent Teacher Organization), Friends of Oak Park Schools, or by OPUSD are considered a donation and are not required.

Red Oak Elementary

Summary of Requested Donations Form 2011 - 2012

#5

Family last name: _____ Phone 1: _____ Phone 2: _____

Student 1: _____ Teacher 1/Grade: _____

Student 2: _____ Teacher 2/Grade: _____

Student 3: _____ Teacher 3/Grade: _____

Parent's name(s): _____

Address: _____

☐ If you do not want to be listed in the directory, please check this box.

E-mail: _____

**To be included in Red Oak Elementary and OPUSD distribution lists.
This is the primary way for the PFA to communicate to parents.**

	<u>Cost</u>	multiply by applicable <u>number</u>	Amount <u>Due</u>
Earthquake Emergency Kit <u>(NEW students only)</u>	\$15.00 per student	_____	_____
Classroom Supply Donation	\$50.00 per student	_____	_____
Directory	\$15.00 per family	_____	_____
Additional directories	\$6.00 each	_____	_____
Music Program			
Recorder for 3rd-5th graders**	\$15.00 per child	_____	_____
**students entering 3rd grade and 4th/5th graders new to the school			
Total due			=====

Please make checks payable to Red Oak PFA
Return all completed forms to the school on one of the registration dates
(see Registration Checklist Form for dates and times).

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Friends of Oak Park Schools, or by OPUSD are considered a donation and are not required.