**Fall Treat Email**

Distribute to to ALL parents in BCC no later than 2 weeks prior to the event & CC your teacher.

Remember to change any items in **BOLD** as is appropriate. If you do not have any parents signed up for an item, send the email out to entire class and instead of “Volunteer Name” you would insert “Volunteer Needed” and have them reply ALL so you don’t have any double ups.  If you use Sign-Up genius, include that link for people to remember their sign-ups or to easily fill in missing needs.

Copy the email message below this line:

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Hi Everyone!

Please see email below regarding our upcoming fall treat.

Event: Fall Treat – Thursday, October 31st

\* No Parents or Siblings please – Event is held in the Cafeteria\*

Parent Volunteers for event are listed below.

\*\*Remember all items must be store bought and peanut free!

Our class has **INSERT # of KIDS** students

\*\* Cupcakes/Cookies: **Volunteer Name**

\*\* Juice Boxes: **Volunteer Name**

\*\* Paper Goods: **Volunteer Name**

Please confirm by **INSERT DATE** that you will be sending in the items with your child. If at any

point you are no longer able to help with the party you selected, please let me know ASAP so that we have time to coordinate a new volunteer.

Our class party sign-up is located at [www.XXXXXXXXXXX.com](http://www.XXXXXXXXXXX.com) if you want to volunteer for other open party needs during the year. **(delete the sentence and the above if you choose not to use sign-up genius)**

If you have any questions please don’t hesitate to contact me.

**YOUR NAME**

Class Parent – **TEACHER NAME** – **XYZ Grade 20XX-20XX**

**YOUR CONTACT INFO**

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