

Dear Chairperson,

Thank you for taking on the important role as a chairperson. Chairing a committee can be a lot of fun, as well as a very rewarding experience. We truly appreciate your time and effort.

Every year, our PTO donates thousands of dollars in Educational Gifts to Longfellow School. Under your guidance, Longfellow P.T.O. will be able to contribute again this year to our children's classrooms and learning environments.

The Executive Board includes Debbie, Rebecca, Lori, Lauren, Sarah, Patty and Denise. We are always here to help. Please consider us an extra set of hands to assist you in the planning, preparation and completion of your event(s). We will be available to attend committee meetings, work at your events and support you in any other manner to make your event fun and successful.

Please see the attached "Guidelines for Committee Events and Planning" to help you facilitate your committee's activities. Following your event, please complete the "PTO Event Review" form so that all your valuable information regarding your particular event can be passed down to next year's chairperson!

We look forward to working with you and making this a GREAT year! Thanks again for stepping up as a chairperson and giving your all for our kids at Longfellow School.

Best regards,

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