

# Attention Parents!

## Staff Appreciation Week!!

Each year there is one week we celebrate our Richards teachers and staff and show them how much we appreciate all they do for our children. This year, Teacher Appreciation Week will be May 7-11, and the Richards PTO has exciting plans! Each day, the PTO plans a special activity, including breakfast, a catered lunch, gifts and sweet treats. Everyone gets excited for the daily raffle as well, and this is where we can use your help! We are looking for donations from our Richards Community to help make the raffle a success. We would like to raffle off gifts like movie theatre passes, store gift cards, restaurant gift cards, sporting events, and more.

**NEW THIS YEAR!** We will be celebrating and recognizing our amazing Crossing Guards during Staff Appreciation week.

### **There are two ways you can help!**

- 1) Monetary donation** - any amount is appreciated! The collected funds will be used to purchase gifts for the daily raffle.
- 2) Contribute a gift of your choice!** Please no alcohol, thank you!

Please complete the lower portion of this form and send back in the attached envelope. Feel free to contact Katie Robinson 414-630-4731 or Abby Williams 262-617-4599 with questions.

**Thank you in advance for helping make Teacher and Staff Appreciation week a big success!**

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### **Staff Appreciation Donation Form**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_ **Monetary Donation:** \$ \_\_\_\_\_ to contribute towards daily raffle prizes. Please make checks out to Richards PTO and return in your child's folder.

\_\_\_\_ **I have a gift** \_\_\_\_\_

*Gifts can be dropped off in the office or at Katie Robinson's house: 510 E Carlisle Avenue*