

**Hooray for Hollywood
Staff Appreciation Week**

Hello Parents,

It's time to show (Your teacher's name) how much we appreciate her! **Staff Appreciation Week** is on **February 1-5, 2010** and the PTA has a full week of events planned to show our teachers and staff just how special they are to us. Below is a list of what is planned and what we are asking you to help out with. This year's theme is Hooray for Hollywood and we are going to treat (Your teacher's name) like a SUPER STAR!

1. Each child will have a star that will be sent home with them in an envelope. I will need you to help put a picture of your child in the middle with the hole in it and then have him/her write his/her name and a sentence or word that describes (Your teacher's name) (whatever can fit in the star). I will need this by next **Wednesday, January 21st**. The stars will go up in front of her door on February 1st.
2. Each child will also have a white regular size paper that will also be included in the envelope. We will be making a Brag Book for (Your teacher's name). This would be very special to her since this is coming straight from the children. You can tell them to write about how special she is to them, what she has done for them, a favorite moment with her or why they think she is a Super Star. Please make sure you put at least 1/2 an inch space on the left hand side because we will be binding all the pages together. And also make sure it is vertical/portrait. The Brag Book will be presented with our gift on Friday, February 5th. I will also need the letter by **Wednesday, January 21st**.

Please enclose the star and the letter in the envelope you received them in and mark Attention to (Your Name).

3. Please let me know if you are able to help on Wednesday, February 3, for the luncheon. We are looking for a few volunteers from each class to help out. This staff appreciation lunch is after school. They do not want the students present. Therefore childcare arrangements will need to be made in advance.

This is the itinerary of the events:

Monday: Celebrity Entrance

The stars will be posted in front of our door.

Tuesday: Indulgence Basket

Each child will bring in any type of fruit or chocolate and they will give it to (Your teacher's name) as they come into class. We will have a basket for (Your teacher's name) to put them in.

Wednesday: Oscar Luncheon

This event is for Staff only. If you would like to volunteer this day, just let me know. Again this is only for adults and no children allowed.

Thursday: Room Service Day

(Your teacher's name) will receive her favorite coffee in the morning and then we will be delivering room service to her for lunch.

Friday: Play the Part

We will be presenting (Your teacher's name) with a Swag Bag filled with her favorite treats, Brag Book, any school supplies that she may need, and a gift from the whole class.

I will be sending all the materials on Wednesday, January 13th, so please watch out for this and ask your child for it. We do not have any extra stars, so please make sure you return them when you are done.

Thank you for making this a successful week! If you have any questions, please let me know.

Your Name