

Volunteer Sign-Up for School Event

Dear Parents and Guardians,

We are excited to announce our upcoming school event, **[Event Name]**, scheduled for **[Date]** at **[Location]**. This event aims to foster community spirit and celebrate our students' achievements.

To make this event a success, we are seeking enthusiastic volunteers to help with various tasks, such as:

- Setting up and decorating
- Registration and check-in
- Assisting with activities and games
- Cleaning up after the event

If you would like to volunteer, please fill out the attached form and return it by **[Return Date]**. Your support is invaluable to us!

Thank you for considering this opportunity to contribute to our school community. We look forward to hearing from you!

Sincerely,
[Your Name]
[Your Position]
[School Name]
[Contact Information]