

The following letter template is a guide for consulting with parents about fees and costs associated with extracurricular activities:

Date

Dear Parent,

RE: Fees for Extra Curricular Activity: (*name activity -i.e. School Basketball Team*)

Your student has been *selected/wishes* to participate in (*name activity i.e. School Basketball Team*). If you choose to have your student participate in this optional extracurricular activity, please recognize that there are additional costs involved. The following fee schedule outlines the anticipated schedule and associated costs for involvement in this activity.

(*Sample*) Fee Schedule:

High School Sports Team	Details	Budget	Fee
High School (HS) Sports Team (Regular Season)	Includes uniform...		
HS Sports Team (Tournament Travel <150 km)			
HS Sports Team (Tournament Travel 150 -325 km)			
HS Sports Team (Tournament Travel 350 km+)			
Other (please describe)			
Other (please describe)			
Total Extracurricular Fees			

In the event that the costs outlined above are less than what was charged, the surplus will either be applied to next year's budget for this extracurricular activity or refunded to the parent, depending on the amount of the surplus.

If you have questions, concerns or input about the schedule and associated costs, please contact (*insert coach/lead teacher name and contact info*) by (*date, time*).

Sincerely,