

Sample Letter to Local School Officials

(Date)

Dear (NAME OF EDUCATOR):

As you know, the (NAME OF ROTARY CLUB) is interested in community leadership, not only for today but for tomorrow as well. The students of (NAME OF SCHOOL) will in a very few years assume some of our community's leadership roles. We know you are preparing them for the task. Rotary would like to join you in that effort.

May 14 - 16 Rotary Distric 6250 will conduct the annual Rotary Youth Leadership Awards Conference at Camp Manito-wish YMCA in Boulder Junction, Wisconsin. The RYLA Conference is a three-day leadership training opportunity that focuses on the personal and professional development of high school students. Leadership skills, concepts, and metaphors are explored through participatory outdoor-based activities that include trust building exercise, problem solving initiatives, and low and high challenge course experiences. Essentially, the conference offers participants opportunities to live, work, and play collaboratively as they are challenged to accept the responsibility of leadership. The conference is an enjoyable and valuable experience for those who chose to meet that challenge. Perhaps the greatest benefit of making that choice is sharing the experience with more than 80 other young men and women from communities in the district.

As we work toward developing our young people as leaders in our community, our Rotary club hopes to use the 2010 RYLA Conference as a springboard to collaborate with our local high school(s) in an effort to expose and train young adults in the leadership qualities required to contribute to (NAME OF YOUR COMMUNITY)'s future. As such, our club is asking you to collaborate with us to recruit students to apply to participate in the conference. Any young woman or young man from your sophomore or junior class is eligible to participate. Although we have some selection criteria in mind, please know that our club is committed to sponsoring participants who will benefit most from this experience. We recognize that the young person who will benefit most may already be an outstanding leader, or he or she may be someone who has exhibited leadership *potential* but may not have already been afforded many opportunities to lead. We also recognize that the best candidates may not have the best grades. Whatever criteria we use, we value your insights and look forward to working with you. Ultimately, we hope to sponsor (# of students) to participate in the conference.

Enclosed you will find a fact sheet about the conference. Please read it over and consider how you may assist us. Note that our timeline for recruiting and selecting participants is relatively short, so we hope to begin working with you as soon as possible.

I will contact you within a few days to confirm your receipt of this letter. In the meantime, if I may provide any further information or answer any questions, please contact me at (PHONE NUMBER AND/OR E-MAIL ADDRESS OF CLUB CONTACT PERSON). On behalf of the (NAME OF ROTARY CLUB), thank you in advance for your help.

Sincerely,

(Name of club contact person)

(Name of Rotary Club)