

KEY CLUB[®]

SAMPLE LETTER TO FACULTY AND ADMINISTRATORS

Use the following letter when writing to campus faculty members to pursue greater involvement in school events and activities.

[DATE]

[NAME], [TITLE]
[SCHOOL ADDRESS]

Dear [NAME]:

On behalf of the [NAME] Key Club, I want to invite you to take advantage of and to be a part of the service our club offers the school and community. Key Club International, a Service Leadership Program of Kiwanis International, is the largest high school service organization in the world, with more than 250,000 student members in thousands of clubs. Locally, our club has participated in many community-service activities such as [LIST].

Not only does our club want to become more involved with the community, we also strive to motivate other students to accept responsibility for making change in the world and becoming involved in the issues facing our schools and communities.

Our club is very exciting about what promises to be an active and exciting year. We want to support our school community and assist the faculty and administration as needs for volunteers allow and arise.

If you need assistance with research, testing, field projects, recycling pick-up, ushers, orientation assistants or anything else, please contact me at [TELEPHONE NUMBER AND/OR E-MAIL] to arrange a time we might discuss our Key Club's involvement in your project.

Thank you for all you have done for our school. Your dedication is appreciated. I wish you the very best of luck in the remainder of the semester.

Yours in service,

[NAME], [TITLE]
[NAME] Key Club

Instructions:

- **Fill in the blanks with names, club information and event information**
- **Compile names and addresses of faculty and administrators**
- **Forward letters to all faculty and administrators, requesting feedback for club projects**
- **Follow up with telephone calls to random faculty and administrators**