SCHOOL LETTER TEMPLATE

Instructions

If the 4-H educational program takes place on school property and you will be using 4-H Common Measures to evaluate, please work with the school administrator to acquire a letter of approval before your program begins.

Use the example below to create a school letter. Adapt the sample text to meet the specific needs of your program. Provide the letter to the school administration and ask them to submit it to you on their school letterhead. An electronic copy of the letter is preferred which you must keep in your IRB file.

Initiate and secure the school letter early in your planning process so that it is not forgotten.

October \_\_, 20XX

Educator Name

Purdue Extension –\_\_\_\_\_\_County

PO Box

Town, IN zip

Dear Educator Name\_\_\_\_\_\_,

\_\_\_\_\_\_ Community School is pleased to be able to host the “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” workshop (or after-school program or another event) set to address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_(identify participants) in \_\_\_\_\_\_\_ County (or community or school).

Purdue Extension will be implementing a 4-H Common Measures evaluation \_\_\_\_\_\_\_\_\_\_ (when and how) to help identify student outcomes and the impact of the workshop, to evaluate the program. Completion of the surveys by youth is voluntary and anonymous.

We are pleased to provide the meeting space, equipment and facilities needed for the \_\_\_\_\_ 4-H program.

Sincerely,

\_\_\_\_\_\_\_\_\_, Principal

\_\_\_\_\_\_\_\_\_ Community School Corporation