

(Sample Letter to Parent / Guardian)

Dear Parent/Guardian of _____,

Congratulations on your child's recommendation for membership into the school's Builders Club. Builders Club is a student-led community service organization for middle school students dedicated to making the school and community a better place in which to live. The _____ School and the Kiwanis Club of _____ sponsor the Builders Club.

Any student at _____ School interested in conducting community service and of good character is eligible to join this organization. However, because of this recommendation by the staff, we would like to personally invite you and your child to attend our organizational meeting scheduled next _____ in the school library. We will tell you more about the Kiwanis Builders Club program, discuss officer elections, and give you the opportunity to volunteer to assist with club activities.

We hope you will join us to learn more about this opportunity and find out how to be a part of this new organization.

Sincerely,

(Principal Name)

_____ School