

APPENDIX 5

**LETTER TO SCHOOLS**

Electronically cut and paste onto squadron letterhead. Replace *italicized text* with the appropriate information.

*(Date)*

Dear Educator,

Civil Air Patrol's Cadet Program is a positive enrichment activity for students interested in aviation and space. Our cadets also develop self-discipline and leadership skills under the guidance of responsible adults.

The students from your school who are already participating in Civil Air Patrol include *(names)*.

Our local chapter is hosting an open house on *(date)*. We request permission to publicize our event to your students by:

- Placing posters around the school, announcing the open house
- Publicizing the open house via announcements over the intercom, or during home room
- Setting-up an info booth during lunchtime or after school
- Hosting a 15-minute presentation at your school for interested students during a free period or after school

Please take a moment to review our "Investing in America's Youth" brochure. I'm confident you will agree the Civil Air Patrol is a positive, character-building activity for the youth of *(town)*. If you wish to contact me directly, I can be reached at *(info)*. Thank you.

Sincerely,

*(Squadron Commander)*