

Community/civic group letter template

► Fill out and print on your letterhead:

<https://dhewd.mo.gov/ppc/documents/communityletter.pdf>

Dear_____:

On behalf of_____High School, I am writing to inform you about local 2018 Apply Missouri events and activities, and to request your support in one or more of the following ways:

- Raffle and door prize items, especially college-related items
- Snacks for up to_____students expected to participate in at least one Apply Missouri activity
- Sponsorship of specific activities: _____
- Volunteer participation

Apply Missouri makes applying for college easier by providing students with free help filling out college admissions applications and completing other college preparation tasks. Our local Apply Missouri events will be held_____through_____at_____High School. All high school seniors attending_____High School are encouraged to participate in at least one of the following activities:

- _____activity on_____date/time
- _____activity on_____date/time
- _____activity on_____date/time

In exchange for your contribution, your business logo and name will be displayed at the 2018 Apply Missouri events (e.g., in the hallways and classrooms of_____High School). Your organization or company will also be invited to place special offers (e.g., coupons, fliers, etc.) in the Welcome Packets, which will be given to each student during our school's Apply Missouri kick-off assembly. Additionally, your contributions will be recognized in the_____High School newsletter and website, through the school's social media feeds, and with a Certificate of Appreciation for you to display in your place of business.

The Missouri Department of Higher Education and Workforce Development and the Missouri College Advising Corps piloted the Apply Missouri program at 26 high schools across the state during October 2013. The program is now open to all Missouri high schools. Apply Missouri is part of the American College Application Campaign, conducted in all 50 states.

The success of this program depends, in part, on support from our community. For more information, please visit www.dhewd.mo.gov.

Sincerely,