



# SAMPLE LETTER TO ADMINISTRATORS

TO: *(Insert High School and Elementary Administrators' Names)*

FROM: CTSO Advisors

DATE: *(Insert Date)*

SUBJECT: *RACE Into Reading (Reading About Career Experiences)*

Career and Technical Student Organizations (CTSO) in our school district are working together on an exciting new school/community service project called *RACE Into Reading*. High school CTSO members would like to partner with second and third grade elementary students to promote reading about careers.

*RACE Into Reading* activities will encourage elementary students to learn about a variety of career opportunities and allow CTSO members to develop leadership skills and serve as positive role models for elementary students. The focus for this project is not to teach elementary students reading skills. Instead, the project encourages elementary and high school students to learn the importance of reading for fun as well as for information.

Across Missouri members of DECA, FBLA, FCCLA, FFA, SkillsUSA, and TSA are participating in activities for the *RACE Into Reading* project. As our school district joins in this statewide project, we ask for your support and encouragement as we implement our local activities.

*(Use this paragraph to describe what activities you would like to implement locally and ask for permission to pursue the project.)*

*RACE Into Reading – Reading About Career Experiences – a project through Missouri Career Education*

