Dear\_\_\_\_\_:

On behalf of\_\_\_\_\_High School, I am writing to inform you about local Apply Missouri events and 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 Apply Missouri events (e.g., in the hallways and classrooms of\_\_\_\_\_High School). Your organization or company also will 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 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.dhe.mo.gov*.

Sincerely,