

Sample letter to community organizations

Dear _____ :

On behalf of _____ High School, I am sending this correspondence to inform you of local Apply Missouri events and to solicit community support in the following ways:

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

The Missouri Department of Higher Education and the Missouri College Advising Corps piloted this program at 26 high schools around the state during Oct. 2013, and 55 high schools participated in 2014. The program has been expanded and is now open to all Missouri high schools. Apply Missouri is part of the American College Application Campaign, which operates in all 50 states.

Apply Missouri makes applying for college easier by providing students with free, on-site 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 contributions, 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 will also have the right to place special offers (e.g., coupons, flyers, etc.) in the Welcome Packets, which will be given out to each student during our school’s Apply Missouri kick-off assembly. Additionally, your contributions will be recognized in the _____ High School newsletter or website, through the school’s social media feeds, and with a Certificate of Appreciation for you to display in your place of business.

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

Sincerely,