

## ADVISORY BOARD INVITATION

**Below is an example of a letter that can be used to invite nominees to join a work-based learning advisory board. Fill out this template with the pertinent specific information!**

Date  
Name  
Address  
City/State/Zip

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

Superstar School is committed to excellence in its work-based learning program. To help us achieve this goal, we reach out to leaders in business and industry, to community leaders, and to parents in our community by asking them to work with us in an advisory capacity to improve our work-based learning curriculum and job training locations.

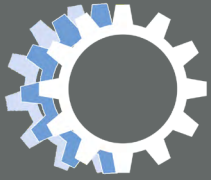
You have been recommended to us as a person who is interested in work-based learning and as one who would make a valuable contribution to the program. We invite you to serve a *(length of time)* term on this career and technical education advisory board. **(NOTE – The term should be staggered if a newly formed board.)** By participating on this board, you will have an opportunity to guide Superstar School in preparing students for their next steps and to promote and improve career and technical education.

The work-based learning advisory board meets \_\_\_\_\_ times each school year. The first meeting will be *(date)* in the *(career and technical education program area)* Department. The meeting will begin at *(time)* and end at *(time)*. Meetings are usually held *(date and location)*. In addition, calls to board members are occasionally made as the need arises.

Please indicate your willingness to serve on this board by checking the appropriate box and signing where indicated. Return this letter to our office in the enclosed envelope or fax to: \_\_\_\_\_ by *(date)*.

A duplicate copy of this letter is enclosed for your files. Please contact me at *(telephone number)* if you have questions.

**(letter continued below)**



# Transition

T E N N E S S E E

Sincerely,

Teacher's Name

Principal Name

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I accept the Board appointment

I am unable to serve on the Board and would like to nominate someone I believe would be a great fit for this advisory board

Nominee's name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_