

Sample School Committee Member Letter

Pleasantville High School

History Department

Dear School Committee Members,

During spring break of 2024, I am bringing a group of students and faculty from Pleasantville High School on a trip to Greece and Italy with ACIS (American Council for International Studies).

After doing research, I found that ACIS is the country's leading sponsor of educational trips. Its programs are fully insured, and its nationwide reputation is based on over 40 years of experience with more than half a million student and adult travelers. They have a 24-hour, 365-day support network staffed by ACIS employees, both in the U.S. and overseas. They use only three- and four-star hotels in popular and safe areas and the best sources of local transportation.

Our group will be in the good hands of an ACIS Tour Manager, a highly-trained, multi-lingual guide and educator. Our tour manager will not only explain what we are seeing, but how it came to be and why it matters. ACIS Tour Managers are renowned for bringing a unique perspective to their tours, combined with a love of teaching and an irresistible enthusiasm for the regions they describe. Our tour manager will serve as an accessible, authoritative source of information, helping students form a basis for exploration, discovery and personal growth. His or her expertise will certainly enhance all that my colleagues and I have taught our students at home.

The eight-day trip will include tours of the two countries by foot, boat and bus. This will be an opportunity for our students to study cultures they may have never experienced before and learn of Europe's ancient history. We will also see many historic architectural masterpieces and works of art throughout Athens, Delphi, Pompeii, Sorrento and Rome. Our students will set eyes on the Acropolis and Parthenon, dive into Greek culture with a dance lesson, travel back in time at Pompeii, and explore the ancient city of Rome through the Colosseum and the Vatican—just to name a few of the educational highlights. They will engage in immersive activities to connect them with the cultures they are visiting and will be able to tie what they are experiencing overseas to their lessons at home.

I am eager to share more details of this trip with you at the next School Committee Meeting on Tuesday, May 9, 2023. While the actual contract is between individuals and ACIS, I would appreciate the support of the school committee. I am certain that after hearing about ACIS' organizational integrity and financial security, you will feel confident about the decision to travel with ACIS. A few parents, students and another teacher who have all traveled with ACIS will be joining us to answer your questions. If you have any questions or concerns before then, please feel free to contact me by phone at (555) 555-5555 or by e-mail at firstlastname@sampleschool.edu.

With regards,

Signature

First Name Last Name

History Department

Pleasantville High School