

Sample School Committee Member Letter

Emerson High School

English Department

Dear School Committee Members,

During spring break of 2021, I am bringing a group of students and faculty from Emerson High School on a trip to Paris and London with ACIS (American Council for International Studies).

After conducting 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 500,000 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 the best sources of local transportation and three- and four-star hotels in popular and safe areas.

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 cover. Our tour manager will serve as an accessible, authoritative source of information, helping students form a basis for exploration. 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 cities by foot, boat and bus. This will be an opportunity for our students who study the French language and culture to practice their skills. English history and literature will come alive on this tour. Our students will set eyes on the Arc de Triomphe, the masterpieces of the Louvre, Versailles, the Houses of Parliament and the Tower of London, just to name a few of the educational highlights. They will engage in immersive activities to connect them with the cultures of the countries they are visiting and 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, March 10, 2020. 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 (123) 456-7891 or by e-mail at ladams@emersonhigh.edu.

With regards,

Laura Adams

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Emerson High School