Sample letter Inviting New Resource/Advisory Committee Members:

***Ms. Christina Estrada***

*Alamogordo Graduation, Reality and Dual-role Skills (GRADS) Teacher*

*103 Cuba Avenue, Alamogordo, NM 88310*

*Email:* *Christina.Estrada@aps4kids.org* *Phone: 575-430-2581*

It is with great pleasure that I Christina Estrada invite you to please join the Alamogordo Graduation, Reality and Dual-role Skills (GRADS) Advisory Committee. It is through school, student, parent and community partnership that we serve our expectant and parenting teens and their families with the most comprehensive approach, and by choosing to participate in this Advisory Committee, not only will you be helping these students, but we become partners in helping all youth in our community.

I understand that we are all very busy throughout the year in the various services and expertise we provide to families in our community. With this in mind, your participation on the Advisory Committee will be one that can be flexible to your professional and personal responsibilities while allowing your collaboration in serving our youth.

New Mexico GRADS is celebrating its 25th year and throughout the seasons of our organization, school districts and communities have become integral in the retention and recruitment of expectant and parenting teens. Through New Mexico legislative funding, the NMPED and NM GRADS partnership in the Office of Adolescent Health (OAH) and US Department of Health & Human Services (Grant # 1-SP1AH000021) we are able to continue providing both in-class and case management services for young mothers, fathers, their children and their families.

Many thanks for your continued support; I look forward to communicating with you throughout the 2014-15 school year. Please identify how you are able to participate in our Alamogordo GRADS Advisory Committee:

(Please check all that you/your organization are interested in)

\_\_\_\_ I would like to participate in the semi-annual GRADS Advisory Committee meetings. (apprx. 1 hour each)

\_\_\_\_ I would like to be included in the Alamogordo GRADS email listserv.

\_\_\_\_ I would like to be a guest speaker.

\_\_\_\_ I would like to host the Alamogordo GRADS students for a field trip.

\_\_\_\_ I would like to participate in events that the Alamogordo GRADS students host throughout the year.

\_\_\_\_ Other (Please indicate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With Kind Regards,

(sign & type teacher name)