

This is a sample letter sent to the Superintendents in our Chamber's service area requesting assistance in helping us spread the word about our program.

MEMORANDUM

To: Superintendent, Battle Creek Public Schools
Superintendent, Pennfield Public Schools
Superintendent, Lakeview Public Schools
Superintendent, Harper Creek Community Schools

From: Kathy Perrett, Battle Creek Area Chamber of Commerce

Date: January 25, 2000

Re: *2000 Series of the Public Service Candidate School*

Enclosed are flyers the Battle Creek Area Chamber of Commerce is using to promote its *Public Service Candidate School*. The Chamber's *Public Service Candidate School* will offer participants the opportunity to be introduced to, and gain a working knowledge of, the local political process as it relates to school board, county and township positions. **I would appreciate it if you could share the flyer (feel free to make copies) with current School Board members, parents, or other interested parties who may be interested in seeking a school board position.**

Should you have any questions or receive inquiries from individuals regarding the school, please refer them to me at the Chamber office, 962-4076. I would be happy to provide them with more information.

Thank you very much for your assistance.