[Date]

[School Administrator’s Name]

[School Name]

[Address]

[City, State, ZIP]

Dear Ms./Mr. [School Administrator’s last name]:

This letter is to thank you for your continued support for our Family and Consumer Sciences curriculum and FCCLA chapter at our school.

Your support of our FCS and FCCLA programs at our school ensures that our students are provided a variety of opportunities to develop leadership skills. Leadership development is an important part of the Family and Consumer Sciences curriculum, because young people need leadership skills to succeed in the workplace and in the home. FCCLA builds leaders for healthy families, successful careers, and strong communities. It is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.

Our students are also provided other opportunities, including community service, recognition, scholarship opportunities, travel, and expanded learning. Members of our school’s FCCLA chapter have [served as state officers, won numerous awards, and attended state and national meetings]. These experiences expanded students’ school-based learning experiences, and your continued support ensures that we are able to offer similar benefits to our future FCS students.

All students in [enter FCS courses offered at your school] get to participate in FCCLA chapter projects. Many of these activities will also take students beyond the classroom through assignments and/or service projects in the community. These projects and activities are an important part of our student’s total learning experience.

Thank you again for your continued support of our programs so that our students can “Make it Count” in their families, careers, and communities.

Sincerely,

[Signature]

[Name]

Family and Consumer Sciences Teacher