

PLACE ON CLUB LETTERHEAD

DATE

Dear INSERT NAME OF PARENT OR GUARDIAN,

On behalf of the Optimist Club of INSERT CLUB NAME, please accept our thanks for the opportunity to meet and work with INSERT FIRST NAME OF CONTESTANT during our recent Oratorical Competition. It is young people like INSERT FIRST NAME OF CONTESTANT, and the promise that they hold for our future, that is the main reason we are Optimist members.

In addition to our annual Oratorical Competition, our Optimist Club also sponsors many other programs for the betterment of our INSERT NAME OF AREA OR COMMUNITY youth and community. *OPTION A:* Following are just a few: LIST THREE OR FOUR MAJOR ACTIVITIES, WITH SPECIAL EMPHASIS ON ANY IN THE NEAR FUTURE. *OPTION B:* Enclosed is a brochure that tells more about our club and its activities. *OPTION C: BEST OPTION, DO BOTH.*

As a service club focused on “Bringing Out the Best in Kids” in the INSERT NAME OF COMMUNITY area, we welcome new members who share our goals, and would be delighted to have you join us at a future meeting to learn more about our club and the services it provides. ADD MEETING AND CONTACT INFO.

Thank you again for both INSERT NAME OF STUDENT'S and your part in making our Oratorical Competition such a success. We look forward to INSERT HIS OR HER continued success, and to seeing you at one of our membership meetings or another of our Optimist youth activities in the very near future.

LETTER SHOULD GO OUT OVER CLUB PRESIDENT’S AND EVENT CHAIR’S SIGNATURES. TO BE MOST EFFECTIVE, IT SHOULD BE FOLLOWED UP WITH A PHONE CALL OFFERING A PERSONAL INVITATION TO ATTEND A MEETING. IF STUDENTS FROM THE COMPETITION WILL BE ATTENDING A CLUB MEETING, THIS LETTER SHOULD PRECEDE THEIR VISIT.

*IF YOU HAVE A CLUB WEBSITE, INCLUDE THAT INFO. IF CLUB LETTERHEAD DOES NOT CONTAIN THE OI CREED, INCLUDE ONE OF THE SMALL CREED CARDS AVAILABLE FROM SHUMSKY OR ANSELL AWARDS. ALSO INCLUDE ONE OF THE LARGE OI MEMBERSHIP APPLICATIONS. THEY ARE VERY INFORMATIVE, AND BECAUSE THEY SPOTLIGHT THE ORATORICAL, ESSAY AND CCDHH COMPETITIONS, THERE IS ALREADY AN INSTANT LINK TO YOUR CLUB AND SOMETHING FROM WHICH THE STUDENT HAS ALREADY BENEFITED.*