

SAMPLE LETTER TO CANDIDATES

September 11, 2017

John Doe
Address

Dear Mr. Doe,

Congratulations on your decision to run for the school board. School boards insure that the schools are truly part of the community and that we keep the schools close to the people and the people close to the schools. The local board of education has an important responsibility to provide an educational program for each school age child. People who serve on school boards give their time and talent in order to build better schools.

The Association of Alaska School Boards has made a brochure available regarding school board service and we are pleased to share it with you. The brochure should give you more insight on what the job entails. Also enclosed is "A Framework for School Board Standards." This publication is designed to help you better understand the board's role and expectations of the public.

I would be happy to provide you with information about our district. Please feel free to contact me if you would like to visit our schools, the district office or if you would like more information.

Sincerely,

Jane Smith

Superintendent