SAMPLE LETTER FOR TEACHERS FROM THE FAIR COORDINATOR / PRINCIPAL:

To: Teachers

From: (Insert Name), Financial Education Fair Coordinator

CC: Principal XYZ

Please read the attached description about the fair to your class. Students who are interested in attending the fair should sign up with you (form enclosed).

Please return the forms to me [Fair Coordinator or On Campus Leader].

When students are interested in signing the sheet, give them the following notice for their period \_\_\_ to excuse them for a more detailed information meeting with the Fair Planning Committee on:

[DATE, TIME, LOCATION]

IF THEY SIGN UP BUT DO NOT ATTEND THE INFORMATION SESSION ON [DATE], THEY ABSOLUTELY CANNOT ATTEND THE FAIR.

Thank You!