

December ( ), 2018

(fill in name), Guidance (or Principal)

( ) High School

(Address )

(City, State, Zip)

Dear (name),

Enclosed please find (fill in number 3-5) posters that I hope you will be able to put up around the school. There are also two applications, in case an interested student does not have access to a computer to complete it. I will also send you copies of both via e-mail, in case you would like to print more.

Our District is 7780 and I will be the contact for the (\_\_\_\_\_\_\_\_\_\_\_\_) Rotary Club. Applications should be returned to:

**Kathi Perkins**

**111 Dyke Farm Road Ext.**

**South Portland, ME 04106**

and we will obtain the Club signatures and pass along the applications to the District and then to ESSEX, the Rotary exchange organization.

I hope that there will be several interested students. Please contact me at my home number (your phone) or my cell phone (your cell). Please also feel free to contact the District Youth Exchange Committee members if you have any questions or concerns.

##  Kathi Perkins, 207-253-1778 kperkins1@myfairpoint.net or

## Dick Hall, 207-749-9186 dickhall@maine.rr.com for details.

Sincerely,

(your name)