

NAME _____

DATE _____



PLANNING FORM

W-3

Letter to the League

Working with local charities

Instructions

Complete this form to help organize the information for your block-style letter to the league commissioner.

1. List five local charities or fundraisers that your dream team could participate in.

a.

b.

c.

d.

e.

2. What role would your dream team play at the events listed above? For example, meet and greet, autograph signing, scrimmaging, book reading, etc.

3. Address the letter to your instructor (assume he/she is the league commissioner) at your school:

Instructor's name:

Street address:

City:

State:

Zip code:

4. The first paragraph of the letter should be a brief introduction stating that you are writing to inform the league of the charity events and fundraisers your team is planning to participate in. Write a paragraph in the space below to use in paragraph one in Project W-3.

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5. The second paragraph of the letter should include a bulleted list of five local charity events your team would like to participate in. It should also describe the role your team and organization will play at these events. List the five charities and write 2-3 sentences describing the team's role in the space below to use in paragraph two in Project W-3.

6. The final paragraph of the letter should conclude by telling the commissioner that you are looking forward to building a positive relationship in the community and are eager to play in the upcoming season. Write a paragraph in the space below to use in paragraph three in Project W-3.
