



**BOYS & GIRLS CLUBS
OF AMERICA**




OUTREACH LETTER TEMPLATES

As kids learn more about what their communities need, have them use the following sample letters to share their reflections with their community, city council representative, and mayor.

Explain to your group that their ideas and innovations are important! Review the following letter templates with your groups, then tell them they will share their thoughts with members of the community. When kids are ready to write their letters, have them download the Word doc templates so they can fill in the blanks with their own words. To send, research the contact information of your local newspaper/magazine editor, city council representative, and/or mayor, then mail or email the letters on their behalf. As residents of their community, their ideas need to be heard!

Letter to the Editor

Letters to the editor are short letters that share your opinion on a community issue. Kids can use this template to share what they learned about their community during the community survey.  [Download the Letter to the Editor template.](#)

Dear Editor,

I'm _____ years old and I live in _____ neighborhood. As a member of _____ Boys & Girls Club, I just completed a community survey for my Club's **Building Blocks** program. Presented by Samsung and Boys & Girls Clubs of America, the **Building Blocks** program shows us how to use engineering to solve community issues. By doing the survey, I learned that my community needs _____.

I would like to build _____ in my neighborhood because I think everyone should have _____.

When I grow up, I want to be a(n) _____ so I can _____. I hope we get more _____ in my community.

Sincerely,

Your first name and last initial, such as John D.

Your City, State

The Club Email Address

CONTINUED


Presented By

SAMSUNG



OUTREACH LETTER TEMPLATES (continued)

Letter to City Council

Letters to the city council make specific requests for community improvements. Kids can use this template to share their visions for improvements to their community and to explain what type of neighborhood support they would like from their city council representative.  [Download the Letter to City Council template.](#)

Dear City Council Representative _____,

I'm _____ years old and I live in _____ neighborhood. As a member of _____ Boys & Girls Club, I just completed a community survey for my Club's **Building Blocks** program. Presented by Samsung and Boys & Girls Clubs of America, the **Building Blocks** program shows us how to use engineering to solve community issues. By doing the survey, I learned that my community needs _____.

Every day when I walk home I see _____. This makes me think or feel _____. What can the City Council do to make sure the residents of _____ neighborhood are _____ and _____? Our neighborhood needs _____. Could you identify funds to build or repair _____?

When I grow up, I want to be a(n) _____ so I can _____. But before I grow up, I'll need your help to have better _____ in my neighborhood!


Sincerely,

Your first name and last initial, such as John D.

Your City, State

The Club Email Address

Letter to the Mayor

Like letters to the city council, letters to the mayor make specific requests for community improvements, but they also let the mayor know about things worth celebrating. Kids can use this template to share their team's innovation with the mayor and invite the mayor to visit their Club site.  [Download the Letter to the Mayor template.](#)

Dear Mayor _____,

I'm _____ years old and I live in _____ neighborhood. When I look at my neighborhood, I see a community that needs _____. As a member of _____ Boys & Girls Club, I am a problem solver. I teamed up with other Club members to create an innovation that _____.

I learned about community innovations as part of my Club's **Building Blocks** program. Presented by Samsung and Boys & Girls Clubs of America, the **Building Blocks** program shows us how to use engineering to solve community issues. With my innovation, people in my neighborhood can _____.

I would like to invite you to come look at the model of my innovation at the Boys & Girls Club. Please call _____ at _____ to set up a visit and see the great work we've done on community solutions. I also wonder what solutions you, as the mayor, can provide to solve the problem of _____ in my community.

Sincerely,

Your first name and last initial, such as John D.

Your City, State

The Club Email Address