## CSC Sample Elections Letter

**CSC Elections Letter**

(Insert School Name)

2016-2017

Dear <Insert position or title>:

Every school within the Denver Public School District has a Collaborative School Committee (CSC) in place. The CSC brings together staff, parents, students, and community members to create and implement a plan to promote high achievement within the school.

Being a part of the CSC is an exciting opportunity to be involved in our school community, not to mention to participate in the education of all our students. Our school is working towards some great goals and we believe that by working together, we can achieve them!

This year we have <insert number> openings on our CSC. We meet <meeting date> every month and will have a few extra meetings during the month of February through April. We ask that CSC members participate in the meetings and commit to being a member for two years, or one year where it applies.

If you are interested in your name being placed on the ballot for one of the (parent, teacher, …representative) openings, please fill out the nomination form included in this letter and return it to the main office by <insert nomination deadline>. We would like to invite you to participate at the CSC Orientation session that will be held on (insert date) where you can learn more about the CSC and bring in your nomination ballot.

If you would like more information concerning the CSC before making a decision, please feel free to contact <insert committee member’s name> at <insert committee member’s phone number or contact information> or speak with a current CSC representative. We will be happy to answer any questions you may have.

We encourage you to participate in this great work.

Thank you,

<Name, Title>

**CSC Nomination Form**

2016-2017

Denver Public School

(Name of Your School)

**Nomination Form for CSC, <Insert position\*>:**

 This is a great opportunity for us to further participate in the education of our young people. **Please return this nomination form to the office by <insert nomination deadline>.** Together we can promote a new world of education for the next generation.

I would like to nominate:

 ☐ Self

 ☐ Another

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state briefly why you are (or your nominee is) the best candidate to be on the CSC team.

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Let us know about you (or your nominee). Please provide us a brief description about yourself (or your nominee) that we can include next to your name (or their name) on the ballot:

I agree to attend all meetings held <regular meeting dates> each month. I also understand that the frequency of these meetings may increase during the months of February- April.

Nominee's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Timeline*

(Date): Nomination Forms due to Main Office

(Date): Letter to all parents with Ballots

(Date): Ballots due to Main Office

(Date): Results posted on CSC Communication Board