



SAMPLE LETTER TO ADMINISTRATION

Dear [INSERT NAME OF ADMINISTRATOR],

I am writing to request a meeting with you to discuss your support of students' participation in Ally Week, which takes place annually in the Fall.

Supported by GLSEN, a national education organization supporting safe and affirming schools for all students, Ally Week is a national youth-led effort empowering students to be allies to LGBT (lesbian, gay, bisexual and transgender) youth and advocate against bullying, harassment and name-calling in schools.

Ally Week is an important way to kick off the school year, and is an opportunity for students to take the initiative to teach one another about difference, respect and safety for all students.

We would like to participate in Ally Week by [INSERT YOUR PLANNED ACTIVITIES]. We would also like to encourage staff to participate as well; LGBT students with visible educator allies say they feel safer and more connected in their school community.

You can learn more about Ally Week at glsen.org/allyweek. Please let me know if you would like any additional information about Ally Week.

I look forward to speaking with you soon, and will contact you within the week to confirm your receipt of my meeting request. If you would like to contact me sooner, I can be reached at [INSERT SAFE AND ACCESSIBLE CONTACT INFORMATION].

Thank you,

[INSERT YOUR NAME]

[INSERT SPONSORING CLUB/ORGANIZATION]

[INSERT YOUR CONTACT INFORMATION]