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.

This year Ally Week is October 15-19. Ally Week is a national youth led effort empowering students to be allies to LGBT (lesbian, gay, bisexual and transgender) youth and stand up against bullying, harassment and name-calling in schools.

Ally Week is about encouraging students to be allies in our school and celebrating the allies we already have. Ally Week is a great 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. They are very important allies to LGBT youth!

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

I look forward to speaking with you soon, and will call 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]

For more information www.allyweek.org