

SAMPLE LETTER

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Dear Librarians, Media Specialist and Teachers,

I have a fun, exciting opportunity for your consideration: I'm offering a special author visit on Earth Day, April 22, 2010. As a participant in **Authors for Earth Day** (www.authorsforearthday.org), I will be donating my fee to support conservation. The donation recipient will be decided by a student vote at whichever school I visit.

This is my way to join hands with educators in a celebration of literacy and conservation, and help students make a positive impact on the world. Basically here how it works:

1. Prior to my visit, the students are given the "nominees". I will provide a list of five conservation organizations—who they help and how—including websites for the kids to research & learn more (we want them to make educated votes).
2. Prior to my visit, classroom teachers discuss the upcoming event, emphasizing the power of voice (as writers and as voters), as well as the conservation message of Earth Day.
3. On April 22nd, during my full-day author visit, the kids will vote for whichever group they think the donation should go to. A paperless vote (if possible) will be tallied to determine the "winning organization" (donation recipient).
4. At day's end, we will announce that donation recipient and I will write a check to that organization in honor of the school's students and staff. (The school pays me in the normal fashion and I donated the fee.)

If you have an interest in hosting my **Authors for Earth Day** event to celebrate with a unique author visit, please check your school calendar to be sure April 22nd is available, then contact me. Unfortunately, I can only attend one school that day, so if there are several schools interested, there will likely be a drawing.

I look forward to hearing from you!

Sincerely,