Dear \_\_\_\_\_\_\_\_\_ (Ms. Huchinson)

**Paragraph 1** introductory paragraph

This paragraph should include the following information: Who we are - your homeroom, your school, the title of this class, and your teachers’ names. This paragraph should also tell the organization that we are interested in partnering with them during our Urban EdVenture class.

**Paragraph 2** a brief description of Urban EdVenture “All fifth graders at our school participate in a year-long philanthropy course called Urban EdVenture. During the year are lessons that use experiential teaching methods to explore concepts such as communication, compassion, scarcity and abundance of resources, the ability to see issues from a variety of perspectives, and barriers that exist in certain populations. These lessons help prepare students for the service work and community interactions that are an integral part of the class service project. The service project is determined, designed, and executed by the class under the facilitation of the class instructors. The class identifies a cause that speaks to all of the students, they learn about that problem in our community, establish a partnership with a nonprofit organization, and find ways to help that nonprofit organization fulfill its mission. The project requires students to raise awareness in the community and perform some physical and/or intellectual service work for the community partner.”

**Paragraph 3** Why/How we chose this cause and organization

This paragraph should include a description of the Heart Map (lesson) activity and how we used that information to narrow our causes. It should also include an explanation about why we feel like they would be a good community partner for us.

**Paragraph 4** Logistics

This paragraph should inform the potential partner that we would like to partner with them to help fulfill the mission of their organization. We would be looking to communicate with them to better understand the needs of the organization, share some of our ideas about how we could serve them, and potentially spend two days the week of May 11 volunteering. This paragraph should also let the partner know they should send all communication, questions, etc. to Mr. Chalmers and (insert other teacher’s name).

**Paragraph 5 Thank You**

This paragraph should express our hope that we can work together and thank the potential partner for taking the time to read and respond to our request.

Sincerely,

(Insert Class Name Here)