

Example letter for approaching schools to run a club in a school

This letter is regarding the possible establishing of a **school based ALF club**.

(NB: This example letter can be downloaded from www.ariseministries.org.uk.)

(School's contact details)

(Your church's contact details)

(Date)

Dear *(name of Head Teacher)*

I am writing to you on behalf of *(name of church(es))* following a meeting with/having talked with/at the suggestion of *(name of person)* who suggested that I contact you regarding a new club that we would like to begin for children aged between 7 and 11 years old. *(or, if appropriate the age range/year group you have chosen).*

The club is called ALF (About Life and Faith) and is one of many being set up by churches across the country as part of a new national initiative. These clubs provide children with the opportunity to explore matters of life and the Christian faith.

In a safe and fun environment children will take part in a variety of games, craft and quizzes as well as watching interactive DVD clips and exploring a number of issues related to life and faith.

As a local church(es), we share your desire to encourage children to discover a framework for life that will help them to develop in an holistic way. With this in mind we would like the chance to meet with you to explore how an ALF club may perhaps assist your school in its extended provision/extra-curricular activities.

I would be so grateful if I, and my minister/*another person(s)* could meet up with you at a time that is convenient to discuss this in a little more detail.

I can be contacted on

I look forward to hearing from you at your earliest convenience.

Yours faithfully,

Name

Title (if appropriate)

On behalf of