



Chapter Yearbook Teacher Leader Letter Helps

This document offers suggestions for those struggling with composing the teacher leader letter for the Chapter Yearbook contest. It is NOT a template for the letter, nor are any of the suggestions offered below requirements of the letter. Teacher leaders may compose the required letter using their own ideas, which may preclude any of the following suggestions:

Heading (Your school's address)

Use your school's letterhead for a professional look

Date

Standard date format, or it could be a period of time such as "Spring 2019", or February 2019

Salutation

Suggestions: To Whom It May Concern ~ Dear Reader ~ Dear Yearbook Viewer

Paragraph 1: Purpose of the letter

What is the purpose of this letter? Here are some suggestions that may articulate the purpose:

- To present the historical account of your chapter's TAFE year to the public
- To encourage readers/viewers to discover or review the events of the year
- To offer your certification that the contents are accurate as presented
- Or to articulate a purpose that more clearly defines the reason for this letter

Paragraph 2: Offer a brief tease of information that would encourage the reader/viewer to continue. Some ideas might include the following:

- Describe some of the events or activities that stood out, events in which chapter members took interest, new happenings in the chapter, and more.
- Describe the chapter make-up which may include membership numbers, grade levels of membership, when meetings are held, recurring events, special events, the position TAFE occupies in the school, etc.
- Describe how the contents of the chapter yearbook (or specific portions) might be used as a recruiting tool for TAFE membership or teacher preparation courses, a planning tool for the next TAFE year, an artifact to aid with future chapter goal setting, and more.

Paragraph 3: Encourage use of the chapter yearbook

- Offer a final friendly invitation for all readers/viewers to enjoy the contents. Encourage viewing on multiple occasions and sharing with others.

Complimentary closing,

Your handwritten signature

Your typed signature

You title (TAFE Teacher Leader)

See sample letter on next page.



BIRDVILLE HIGH SCHOOL

BIRDVILLE INDEPENDENT SCHOOL DISTRICT

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November 2018

Dear Yearbook Viewers,

It is a privilege to present this year's historical account of the Birdville High School chapter of the Texas Association of Future Educators. I can verify the validity and accuracy of the projects represented in this book. The yearbook chairs have worked to create an account that represents the activities, projects, and memories they have made this year.

As you view the pages of this yearbook, you will see numerous activities in which the members have participated. Members of the chapter have participated in TAFEpalooza, and the region leadership workshop. Many are competing at the region level and will hopefully represent the chapter at the State Teach Tomorrow Summit. In addition, many projects involving the TRAFLES are ongoing throughout the TAFE year. With a move from the Birdville Center of Technology and Advanced Learning (BCTAL) back to Birdville High School, the chapter is working on establishing a noticeable presence on the BHS campus.

The Birdville High School chapter intends for this yearbook to be a useful recruiting tool for the chapter in the future. I hope that viewing the many activities in which members were involved will encourage others at Birdville High School to explore the teaching profession and to join in the future.

Sincerely,

Karen Kallas (this should be handwritten for authenticity)

Karen Kallas

Texas Association of Future Educators Teacher Leader

Educators Rising Teacher Leader