Handout 1

**Sample – Email to Colleges asking for Pennants and Trinkets**

Dear College Representative:

My name is Karen Powell and I am an elementary school counselor in Houston, TX. I’m trying to gather as many college pennants as I can to help promote college and career readiness to the students in my school. We do a lot of college and career activities including college visits for 3rd-5th grade students. The state of Texas puts a high priority on making sure all of our students are college and career ready. This process begins in elementary school by exposing our students to college and careers early in their school career.

Each year, I organize a large college & career day in May for my students. I would really appreciate it if you would send me a pennant from your school to display and other college trinkets (pens, pins, key chains, koozies, stickers, bracelets, t-shirts, backpacks, caps, spirit items, etc.) that I can use for college & career day in May that will promote your college and motivate our students to focus on their future, do well in school, and start down the road to being college and career ready.

My school address is at the bottom of this email. If this email has reached the wrong department, I would appreciate it if you would please forward it to the appropriate person.

Thank you so much!

Karen Powell
Counselor