

# Sample Letter to Parents/Guardians

Type the following letter on your school stationery.

*Date*

Dear Parents and Families of *Your School* Students:

Your son or daughter is participating in a program called **Youth Marketplace**. In this curriculum, students are working in teams to create and start their own business. They are learning about entrepreneurship, product development, business plans, financing a business, marketing and selling, and dressing for success in the business world. Students will be taking out actual start-up loans at *Your Bank*. **Ask your child to tell you about his or her business!**

On **Saturday, May 12, 2001**, the two 6<sup>th</sup> grade classes will participate in a **Youth Marketplace Event**. Students will set up their businesses at *Your Location* at 10:45 a.m. The event will take place from 11:00 a.m. until 3:00 p.m.

Students will be asked to bring money to eat lunch at the mall. Mall food businesses will provide **Youth Marketplace Specials of the Day**.

We are asking for your support of this program. We hope all students will be able to participate. Please mark your calendars! And invite your friends and families!

Parents can help by:

- Making sure students are at the mall on time.
- Helping students prepare display materials and getting items to the mall.
- Volunteering to help set up, clean up, and supervise activities at the mall.
- Supervising the rotation of students during lunchtimes.
- Encouraging students to dress appropriately for the occasion (we will discuss this in the classroom).

This is a unique learning opportunity for our students. This program is being provided to *Your School* students through the Iowa State University Pappajohn Center for Entrepreneurship ([www.isupjcenter.org](http://www.isupjcenter.org)). We appreciate your support of this program.

The program has my permission to use my son or daughter's photograph or comments in publicity related to the event and the program (check if yes).

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_