

Capital Zone Elementary Physical Education Student Leadership Awards

Sample Letter for Parents:

Congratulations! Your child has been selected as an honoree for the Capital Zone Elementary Physical Education Student Leadership Award. This award is given for outstanding leadership and excellence in Physical Education. The Physical Education staff feels {your student's name} has performed well in the areas of fitness, sportsmanship, citizenship and leadership. { # } children have been chosen for this award from {your school's name}. All schools in the Capital Zone of the New York State Association for Health, Physical Education, Recreation and Dance have been invited to select honorees at the elementary level.

There will be an awards ceremony held at Hudson Valley Community College, McDonough Sports Complex on Monday evening, May 12th, 2025 at 7:00pm. Award winners should arrive at 6:30pm. Honorees will be escorted to their assigned seat in the arena upon arrival. Families can take a seat in the stands. Please be mindful of front row/reserved seating for older/handicapped individuals.

The program will consist of a short presentation relative to the area of Physical Education along with the presentation of the awards to the students being honored. **We would appreciate it if you would remain until the conclusion of the ceremony in order to give proper recognition to ALL students being honored.** Please have your child dress appropriately for an awards ceremony. Neat, casual dress will be appreciated. Skirts, dresses, jackets, ties, sweaters are all appropriate.

Thank you and congratulations!

Sincerely,

****Include directions with the letter.**