



Solicitation Letter

When soliciting questions from groups outside of PTA (i.e. booster clubs)

*Translation: Espanol
(Adapted Translations)*

Name of PTA

Mailing Address of PTA

(Date)

Dear (Name of Organization or Group):

The (PTA) will be hosting a candidate forum for the (Name) Independent School District Board of Trustees positions that are up for election on (mm/dd/yyyy). We will be meeting on (mm/dd/yyyy), at (time 00:00) to gather and identify which questions will be posed to the candidates. Please meet with your group and come up with at least five questions that you feel are important to this election. We are asking that at least one person from your organization or group attend this meeting on (mm/dd/yyyy). That person can bring the list of questions to the forum. A subcommittee may have to meet to further finalize what questions will be asked at another time and location to be decided at the (date) meeting. If no one from your group can attend, please mail the questions back by (mm/dd/yyyy).

Questions to be posed to candidates:

1. _____ ?
2. _____ ?
3. _____ ?
4. _____ ?
5. _____ ?

Sincerely,

(Name)
(PTA) President