**Sample Letter to Schools/CCD programs**

(Send on Council Letterhead)

<Date>

< Name>

<School>

<Address>

< City, State, Zip>

Dear <Salutation><Name>:

<Council Name><Council Number> of the Knights of Columbus together with the California State Council is again sponsoring a **Substance Abuse Awareness Poster Contest** open to all boys and girls ages 8 through 14. We would like to encourage your school to participate. The rules are as follows:

1. Contestants will compete in two age groups for purposes of judging:

Ages 8 through 11

Ages 12 through 14

2. Posters must reflect either the theme of Alcohol Awareness and Abuse **OR** Drug Awareness and Abuse.

3. Each poster should be the original work (including concept, layout, slogan and any visual images) of a single person.

4. Posters must be 11 x 17 inches in size. If pastels, chalk, or charcoal are used, the poster must be laminated or covered with clear plastic. Posters may be in color or black and white.

5. Each poster must be submitted with a Knights of Columbus Substance Abuse Awareness Poster Contest Entry Form.The name and age of the person entering the poster should be included on the back of the poster.

6. All entries become the property of the Knights of Columbus.

The top three posters in each group from your school should be sent to <Poster Contest Chairman> of Council <Council Number> at the above address. All entries must be postmarked by <date>. Judging will be based on Slogan, Visuals, and Overall Impact. The first place winner within each group will win a monetary or other prize. The top ranked poster will then be entered into the <Chapter Name> poster contest for further consideration and prizes.

We hope that you will encourage your students to participate