



[Date]

[Name]

[Street Address]

[City], [State] [ZIP Code]

Dear [Name]:

The [Community Foundation] would like to thank you for allowing your student to participate in the Youth Advisory Committee (YAC). We are looking forward to an exciting year!

There are two components of the YAC. The first focus is grantmaking. This is awarding grant requests relating to youth from funds derived from our youth fund of the community foundation. The second focus is community service. Not only do our YAC members just give out money, but they are out in the community rolling up their sleeves and volunteering trying to make an impact that way as well.

In addition to awarding grants, the YAC learns what a community foundation is all about, what an endowment fund is, and how to go on business calls to solicit donations to the foundation for its funds and scholarships.

The YAC is important to the foundation and to the community. Therefore, we are asking YACers to make a commitment to the program. We ask that you help your YACer attend the meetings and special programs that are scheduled throughout the year.

[YAC Member Name], from your high school is a YAC member this year. Please feel free to keep this letter in his/her school file. We are looking forward to working with your student this year. Also, feel free to contact me with any questions or concerns that you may have for the foundation or the YAC at [insert phone number].

Again, thank you for your student's commitment to the community foundation!

Sincerely,

[Name]
YAC President

[Name]
YAC Advisor