Illustration 1.1
Sample Thank-you Letter to Committee Member

[Date]

[Mr. Member Name, Job Title
[Company Name]
[Street Address]
[City, State Zip Code]

[Dear Mr. Last Name:]

Thank you for your dedicated service on the [CTE Program Name] Advisory Committee. This program's effectiveness depends upon the cooperation and participation that you have so freely given.

With your help and recommendations, we have developed a better program that will prepare students for successful careers. Our students have already benefited from your ideas, and we plan to make other improvements resulting from your suggestions.

Please accept my sincere appreciation.

Sincerely yours,

[Program Instructor Name]
[High School Name]

Illustration 1.2
Sample Letter to Committee Member's Supervisor

[Date]

[Mr. Supervisor's Name, Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

[Dear Mr. Montoya:]

Arizona Career and Technical Education and the [High School Name] administration appreciate the important role that [committee member name] of your organization has played in helping to develop the [CTE program name] program at [High School Name]. [She/He] has faithfully attended the [CTE program name] Advisory Committee meetings throughout the school year and participated in related activities. With [committee member's] help, we have improved learning experiences for students.

We are grateful that [committee member] served on our [CTE program name] Advisory Committee.

Sincerely,

[Administrator]
[High School Name]

Illustration 1.3
Sample Certificate of Appreciation

Certificate of Appreciation

Presented to

[Committee Member]

On behalf of
[High School/School District]

For the dedicated service on the
[Program] Advisory Committee