



## Sample Letter

Here is an example of the information you may want to send out to parents when you begin recruiting your students.

Date

Dear Parent,

I will be coordinating a group of students from <high school name> to travel to Belize, Central America next <Trip Date> for an educational trip operated by Island Expeditions Co.- leaders in adventure travel for 17 years. With their many years of experience and expertise in Belize they have founded a well-respected reputation for providing exciting and informative trips in Belize.

Your child has expressed interest in participating in this once-in-a-lifetime learning opportunity and we would like you to be involved in planning for this adventure.

The group will leave <your city> on <trip date> and fly to Belize City, Central America where we will be met by an Island Expeditions representative. From there we will divide our time between jungle lodges, research stations, and island base camps. Our activities will include snorkeling, sea-kayaking, hiking, exploring Mayan caves and interaction with local communities. The educational component of the trip will involve tropical forest and coral reef ecology and learning about Belizean cultures and customs. Throughout the trip myself, as well as qualified IEC guides and support staff will accompany students.

Please join us for an important information meeting next <date & time> at <room or building> of <your school name> to learn more about this unique opportunity for you child.

Sincerely,

Your Name  
Your Department