*President’s address* **SAMPLE LETTER TO**

*date of letter* **SUPERINTENDENTS**

Superintendent of Schools

*Address*

*City, state, zipcode*

Dear Dr., Mr., Mrs., Ms. \_\_\_\_\_\_\_\_\_\_\_\_,

In an effort to continually identify and recognize outstanding women educators, we are asking you as the Superintendent of Schools to recommend or encourage women educators to consider membership in our local chapter of Delta Kappa Gamma Society International. We are a professional honorary society of women educators with nearly 3,000 chapters located in the United States of America, Canada, Costa Rica, Denmark, El Salvador, Estonia, Finland, Germany, Great Britain, Guatemala, Iceland, Mexico, Norway, Panama, Puerto Rico, Sweden and The Netherlands. Connecticut has approximately 900 members in sixteen chapters.

As a group of professionals, our Society’s mission is to promote personal and professional growth of women educators and excellence in education. Among its purposes are:

* To honor women who have given or who evidence a potential for distinctive service in any field of education
* To unite women educators of the world in genuine spiritual fellowship
* To endow scholarships to aid outstanding women educators in pursuing graduate study and grant fellowships to women educators from other countries
* To advance the professional interest and position of women in education

The following women of distinction from your district are either current or retired teachers: (*names of teachers from the school system who are members).*  They are active members who work to further education worldwide.

To learn more about our honor society, you can access more information from The Delta Kappa Gamma Society International websites [http://www.deltakappagamma.org/CT](http://deltakappagamma.org/CT) /or [http://www.dkg.org](http://dkg.org)/ .

We want to recognize exceptional women from your district and solicit your assistance. We invite you and prospective members to join us at a chapter meeting, state conference or convention to experience what a great organization this can be for women educators.

You may want to share this information with building principals and other administrators. Therefore, we are enclosing an International brochure and a recommendation form, which you may duplicate and distribute. Recommendations may be sent directly to me.

Sincerely,

*(name)*

President

*(Chapter name)*

Enc: DKG International Brochure; Recommendation for Membership Form

 *Adapted from a letter by Delta Chapter, CT members Joanne Chenkus, Joan Krantz and Monica Kreuzer, 2010*