

**SAMPLE PROPOSAL COVER LETTER**  
(Feel free to use/edit this sample or design your own)

(Your name)  
(Your address and phone #)

Date

High School official and title (principal, athletic director, or activities committee chair)  
High School name  
Street address  
City, State, Zip

Dear Mr./Mrs. (            )

Based on the interest from the student body to promote the recognition of figure skating, this letter is a proposal to form a high school figure skating club, like a ski or drama club, at the (high school name). The goal of this high school figure skating club is to provide a vehicle whereby high school figure skating students may participate in the sport of figure skating as an extra-curricular “club” activity. As such, the proposed club’s members would like to participate as the (high school name) Figure Skating Team in a new program under development with the USFSA (United States Figure Skating Association).

The 2003 High School Figure Skating Team Competition to be held on  
at the \_\_\_\_\_ Ice Arena, (City-State)  
**SANCTIONED BY THE UNITED STATES FIGURE SKATING ASSOCIATION**

This is among the first USFSA sanctioned competitive figure skating opportunities offered in the United States for high school skaters. High schools in 7 states have participated in these competitions. In addition to participating in this upcoming event, there are several other reasons why the establishment of the high school figure skating club is so important:

- 1) To keep high school students active and involved during their sometimes difficult high school years in a year-round activity they enjoy. This enriches their lives by maintaining a healthy lifestyle of regular athletic exercise, instills self-discipline required for practice/competition, and builds self-esteem through attainment of goals.
- 2) To develop the skills necessary to be part of a team and to form the positive relationships that develop during extra-curricular and high school club based activities.
- 3) To reduce the drop out rate of high school age skaters from figure skating due to the inability to receive athletic recognition in the school system even at the extra-curricular level.
- 4) To heighten high school officials’ awareness regarding the demanding athletic nature of the sport. We hope to reduce practice/competition scheduling conflicts between parents and school officials.

- 5) To begin the process of gaining recognition of figure skating as a legitimate high school team sport within the United States. We are looking forward to opportunities for scholarships and awards over the next five to ten years.

It is a well-known fact that the lessons of self-discipline, self-esteem, and concentration learned by students during figure skating participation spill over into their academic and daily lives. Most figure skaters have maintained high academic grades and honors on a consistent basis even though they participate in their sport year-round sometimes as often as 6 days per week.

Enclosed are a proposed Figure Skating Club Charter, the USFSA Affiliated Membership application (HSAC – High School Affiliated Club) and a list of interested students for your review. This proposal has been reviewed unofficially by (athletic director, activities committee chair, etc.) to ensure it meets the (high school name)'s requirements for an extra-curricular club activity. There is no cost or obligation to the school since the \$30.00 fee for the Club is the skaters responsibility. It is our hope that this proposal will be approved by (date) so we have time to prepare our team to participate in their first team figure skating competition. Please feel free to contact me with any questions you may have. Thank you for your prompt attention to this very important matter.

Regards,  
(Your name and title)

Enclosures: Club charter and Membership list.