Dear [potential liaison’s name] –

Thank you so much for applying to the [Your Grant Program’s Name] Board. We were very impressed with your passion for environmentalism and your many accomplishments.

As you are just beginning your time in a new school this fall, we feel that it would best to postpone offering you board membership until next year. This will give you the opportunity to get to know your classmates and the workings of your school before being burdened with the numerous responsibilities of being a voting board member.

Instead, we would like to offer you the position of [Your Grant Program’s Name] Liaison to [potential liaison’s school]. This position will allow you to continue your efforts in promoting environmentalism without the pressures of being a board member. Your task will be promoting the program at your school and urging groups to consider applying for micro-grants for their green projects.

Adjusting to a new school can be very stressful. Postponing participation in our board will allow you to transition to this new school and your new classmates.

Should you decide to accept this new position, we will invite you to one or more of our board meetings to discuss how this might be done.

Thanks again for everything you do. We are proud of you.

Warm Regards-

[NAME]

[Title]

[email]

[phone number]

[link to program website]

[Program Logo]