



Sample Proposal Letter for a New ChemClub

(If your school requires you to submit information to start a new club, this letter could be used.)

Date

High school official and title (principal or activities committee chair)

High school name

Street address

City, State Zip

Dear Mr./Mrs./Dr. _____,

Based on the interest of the student body in science and particularly in chemistry, this letter is a proposal to form a high school chemistry club. The main goal of this club is to provide a fun opportunity for students to broaden their knowledge of chemistry and to interact with other students who have a shared interest in chemistry. As such, the proposed club's members would like to participate as an ACS ChemClub at _____ (name of school). The ACS ChemClub program is supported by American Chemical Society (ACS), Office of High School Chemistry.

There are several reasons why the establishment of a high school chemistry club is important. A chemistry club can...

...allow students to cultivate their interest in chemistry in an informal environment, without the pressure of being graded.

...reinforce the relevance of chemistry to students' everyday lives.

...introduce students to the possibility of future study or employment in chemistry.

...offer students the opportunity to serve their community.

... expand students' leadership skills by conducting demonstrations, lab activities, or community outreach events.

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Chartering our high school chemistry club with ACS provides us with several benefits. Among those benefits are:

- Participation in a nationwide network of high school chemistry clubs
- Access to selected ACS activities, projects, and information
- Receiving materials and resources from ACS free of charge
- Connections with ACS Local Sections and ACS Student Chapters at local colleges and universities

It is our hope that this proposal will be approved. Please feel free to contact me with any questions you may have. Thank you for your consideration.

Regards,
(Your name and title)

Possible enclosures: member list, planned activities, club bylaws, mission statement, ACS information