

*SAMPLE LETTER TO COUNCILS, COMMUNITY GROUPS, SERVICE CLUBS, ETC.,
RE: PROTOCOL*

Date

Name

Address

Dear _____ :

RE: School Trustee Attendance and Recognition at Events

Alberta voters have entrusted school boards with a high degree of responsibility. As elected officials, trustees oversee large budgets and staffs, ensure public education is of a high quality and meets local needs, and perhaps most importantly play a key role in developing tomorrow's citizens.

As with other elected officials, the public expects trustees to be active in their communities and to be in touch with the public's concerns and issues. Public events are a convenient way for both trustees and the public to interact and communicate. With this in mind, we would like to know about future public or special events your organization may be planning. School board trustees are available to bring greetings on behalf of the public education community, deliver a speech, or make a presentation. Simply let us know the details and provide as much notice as possible.

As you know, it is common practice for federal, provincial, and municipal elected officials to be recognized at community events. However, recognition of elected school trustees is a frequent oversight. Your assistance in ensuring trustees are included and recognized at your public events will help us be more accessible to the public.

We have developed a recommended protocol to assist event organizers in properly recognizing trustees. This protocol is based on provincial standards and "accepted practice" among many organizations. Please let us know if you would like a copy of the protocol or have any questions regarding our request.

Thank you for helping us keep in touch with the community!

Sincerely,

Chair

XYZ School Board

(The following is to be sent upon request or at the time an invitation to a public event is accepted.)

XYZ School Board

Recommended Protocol for Events Involving School Board Trustees

Attending public events strengthens ties with stakeholders and the community-at-large. Being part of a speaking program also provides an important opportunity for XYZ School Board to deliver key information and messages to a broad community audience. Therefore, School board trustees (with the assistance of staff) are very interested in attending and/or speaking at significant community, organization, or public events. This may include annual meetings, open houses, business luncheons, trade or agricultural shows, fundraising events, holiday celebrations, etc.

Recognition

Once an invitation is extended and accepted, the following order for introducing guests* is suggested (if elected officials are to be recognized at the event):

1. Members of the senate representing Alberta
2. Members of Parliament (Cabinet ministers first)
3. Members of the Legislative Assembly of Alberta (Cabinet ministers first)
4. Mayor or reeve
5. *School board chair*
6. *Councillors and trustees*
7. Other dignitaries (i.e. senior bureaucrats, heads of other organizations - e.g. Chamber of Commerce president)

Greetings

The most appropriate order of speakers will vary based on the type of event, number and nature of speakers, the keynote speaker, or the ceremony to be performed (if any). However, the following speaking order is suggested if a school board trustee is asked to bring greetings to an event:

1. Introductory remarks by Master of Ceremonies, including recognition of trustees* and other dignitaries in attendance
2. Blessing or grace (if appropriate)
3. Greetings from representative of:
 - a. *School board*
 - b. Municipal government
 - c. Provincial government
 - d. Federal government
4. Keynote speaker or ceremony
5. Closing remarks, Master of Ceremonies

** Care should be taken to ensure names and positions are correct. Names should be spelled phonetically if necessary to help with pronunciation.*