Ms. Balroop (Head Master),

90 Smyth Street,

Werk - En – Rust,

Georgetown

Dear Ms. Balroop,

I, Keoma Grant, the president of the **Central High School Youth Environmental Advocates** is writing this letter to you on behalf and the club to inform you about this newly formed youth group. The main aim of our club will be not to only improve the surroundings of Central High School but also ensuring that it stays clean.

We intend to do this by selecting two students: one (1) male and one (1) female from each class in the school.We the Environmental Advocates will commence our operations from the 9th September, 2013. Below is a table showing dates of our activities and also the goals we wish to accomplish.

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| **Date** | **Activity** | **Goals** |
| 9thSeptember, 2013. | * Have a teaching session for all students on garbage disposal. | * In order to encourage students to dispose of garbage properly in bins. * Also to teach the students to recycle and reuse items such as plastic bottles and paper. |
| 11thSeptember, 2013 | * Have a Hot Dog Sale. | * To raise money to pay for recycling bins in the school. * And also to pay for cleaning equipment for the members of the club. |
| 13thSeptember 2013 | * Installation of garbage and recycling bins | * This would allow the students to properly dispose of their garbage * Also encourage students to recycle |

During the month of September beginning from the 9th September, 2013 our club will begin our list of activities. Firstly there will be an interactive learning session for all students of the school. During the course of this lesson we will be focusing mainly on teaching students how to properly dispose of their garbage and also encouraging them to reuse and recycle various items. Then following that activity the same week on 11th, the club will be hosting a Hot Dog Sale with the hope of raising enough money to get recycling bins installed in the school and also to get cleaning equipment and materials for our group member to assist them in cleaning the school's compound. Lastly on Friday the 13th September, with hopefully enough money raised from the Hot Dog Sale will seek to put into place the garbage bins and recycling bins in the school.

Please be advised that these are just our list of activities throughout the month of September, and may change throughout the course of the following months.

Yours sincerely

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Keoma Grant

President