12th September, 2013

Head Mistress

Central High School

90 Smyth Street

Werk-En-Rust

Georgetown

Dear Miss Balroop,

**RE: ENVIRONMENTAL CLUBS**

I would like to inform you and the staff of new environmental club that has formed in the school and runs under the leadership of myself, the undersigned. The Bright Radiance Environmental Club main motive is to change the deplorable state of the school’s surroundings and eradicate all litter from in and around the school. The club consists of 14 members including myself, who have dedicated their time to the restoration of a better learning environment. To achieve our goal of cleanliness we have organized few activities that will help with our project. They are as followed.

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| DATE | ACTIVITY | OBJECTIVE |
| 20th September, 2013 | Formal speech about the benefits of a cleaner surrounding | To rise everyone’s awareness about the topic. |
| 3rd October, 2013 | General cleanup of the school | To create a cleaner central |
| 25th November, 2013 | Introduction of a clean classroom competition | To encourage students to keep the environment clean and tidy |
| 1st December, 2013 | Prize giving and distribution of rubbish bins | To acknowledge the students effort in keeping the school clean.  To make sure that the school’s surrounding does not return to its former state. |

As a method publicizing the objective of our club and gain support of the students in the school we are holding a formal meeting with everyone to inform them about the advantages of a cleaner learning environment. This will be our first activity. We will follow with a general cleanup campaign of the entire school. The club will then introduce a competition in which the cleanest class of each level will be given

a prize. The prize giving ceremony will be hosted for the winner classes and we will distribute one rubbish bin to each class of the school. The cooperation of yourself and the staff will be a crucial part of the project.

Yours truly,

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Levi Langellier

President