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**TEMPLATE EMAILS FOR P&C TO SEND TO LOCAL MEMBER OF PARLIAMENT**

Below are two template emails that can be used as a template OR a guide/starting point when emailing your school’s local Member of Parliament to seek their support for your Association on P&C Day and beyond. There is a version for Associations that already have a relationship with their local member; and a version where there is a new Member of Parliament or where there is no existing relationship. Please feel free to add, remove or change details within the letter to best suit your P&C.

***MP with an existing relationship with the P&C:***

Dear **[MP name]**

**RE: SHOW YOUR SUPPORT ON P&C DAY WA, FRIDAY 24 MAY 2024**

I am emailing today to seek your support for our upcoming P&C Day WA celebrations for **[School Name]** Parents & Citizens Association.

Friday 24 May is P&C Day WA 2024. It is a very special day on which we acknowledge and celebrate the work P&C Associations do to support WA Government school students and schools.

***Did you know that at last count, on average WA P&Cs donated an estimated total of almost $12 million and nearly 500,000 volunteer hours each year to Western Australian school communities?***

Our P&C will be **[insert details on how your P&C will be celebrating].** We would love for you to help us celebrate and spread the word about the great work P&Cs do in our schools each and every day. Ways you can help:

* Share our Facebook post on Friday 24 May
* Attend our P&C Day event at **[TIME]** on Friday 24 May
* Attend our next P&C Meeting on **[DETAILS]**
* Speak to us about supporting our next fundraising endeavour with a gift or prize donation
* Help us out with printing or photocopying from time to time

If you would like to find out more about our P&C and ways you can help the students at our school receive a high-quality public education, don’t hesitate to contact us.

P&C Day WA 2024 is proudly supported by the Department of Education WA and FreshSNAP – Fresh School Nutrition Advisory Program.

Kind regards,

**[Name]**

**[President/Secretary]**, **[School Name]** Parents & Citizens’ Association

***New MP with no or new relationship with the P&C:***

Dear **[MP name]**

**RE: SHOW YOUR SUPPORT ON P&C DAY WA, FRIDAY 24 MAY 2024**

I am emailing you as **[President/Secretary]** of **[School Name]** Parents & Citizens’ Association, within your electorate of **[Electorate name]**, to seek your involvement in the upcoming P&C Day WA.

As you may be aware a P&C Association is the forum for parents and citizens in government schools who have an interest in their children’s education. P&Cs can be involved in many activities, such as facilitating parent participation and involvement in the school, acting as a forum for parents to discuss school issues and providing resources to the school via fundraising.

***Did you know that at last count, on average WA P&Cs donated an estimated total of almost $12 million and nearly 500,000 volunteer hours each year to Western Australian school communities?***

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Kind regards,

**[Name]**

**[President/Secretary]**, **[School Name]** Parents & Citizens’ Association