

P&C 'AUTHORITY LETTER' FOR THE PRINCIPAL

Important: This letter is available on our website as a Word document, so you can download it and adjust it according to your P&C requirements. This is for school notification purposes only. This letter is **COMPULSORY** for all P&Cs (P&C Constitution Rule 16.5)

Name of School

Parents and Citizens' Association Inc.

(Date)

Principal

Name of School

Address of School

SUBURB WA P/CODE

Dear (Name of Principal),

As you are aware the P&C has conducted its AGM for the 20xx year, and new office bearers have taken up their respective roles.

In an effort to increase the capacity of the wider school community to contact P&C Executive members, this letter is being sent as notification and **authorisation for the school to release contact details** of the following people, where callers are specifically inquiring through the school about P&C matters.

Position: P&C President

Office Bearer:

Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED:

Position: P&C Vice President

Office Bearer:

Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED:

Position: P&C Secretary

Office Bearer:

Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED:

Position: P&C Treasurer

Office Bearer:

Contact Number:

I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:

SIGNED:

We hope this information will be of assistance to school administration, and supports the effective flow of communication.

Regards,

(Name)

P&C President