

SAMPLE LETTER

of SET Implementation Submitted by Local PTA to their Principal

Date

_____, Principal
Your Elementary School Name
Address

Dear _____,

The _____ committee of the PTA would like to establish a **School Environment Team (SET)** at our school and we would like your support in this endeavor.

A SET Project Team is a group of people, most of whom are based in that building, who monitor and inspect the conditions and factors that affect everyone who uses the building: staff, students, and volunteers.

The Children's Environmental Health Network says, "The key to protection is prevention." (p. 7, An Introduction to Children's Environmental Health, 6/23/99). Properly maintained school environments enhance the ability of students to learn, and teachers and staff to perform their jobs. The establishment of an SET Team at each school by its nature and scope will improve Department of Education facilities in the following areas: health and safety, communication, educating building users regarding the importance of indoor environments, reducing maintenance costs, and preventing adverse environmental effects.

The SET Project was developed by the Health and Environmental Issues Committee of the PTA Council of Howard County. It is based on the recommendations of the Maryland State Department of Education, the Environmental Protection Agency (EPA) and with the cooperation of the Howard County Department of Education.

We'd like to meet with you at your convenience; to discuss the details involved in establishing a team. Thank you for your time.

Sincerely,

_____, Chairperson

_____ Committee, PTA

cc: _____, PTA President
Health and Environmental Issues Committee, PTACHC