

“INVITATION” LETTER

Date

Dear Advisory Committee Member:

On behalf of Santa Clara County ROP - South, I would like to thank you for your support of the _____ program. Advisory Committees are an integral part of each ROP course. Through them, courses are kept up-to-date and relevant, geared to the needs of the business/industry community.

We will be having our Fall/Spring meeting _____(date)
_____(time) at _____(location).

The function of the Advisory committee is to:

- Provide information, which will help design, update, modify, expand and improve the quality of ROP programs.
- Review course outlines and competencies and make recommendations for improvement.
- Review equipment and facilities and recommend needs for new and continuing programs.
- Assist in determining future employment outlook and identifying new occupational program needs.
- Provide a resource for speakers, field trip opportunities, in-service activities for instructors, or recommend qualified instructors.

One of the many benefits of an Advisory Committee membership is that you are able to meet and network with others in the industry.

We look forward to seeing you at our upcoming meeting. Please RSVP to me at _____. If you are unable to attend, please feel free to invite an appropriate representative in your office.

Sincerely,

Instructor