



SAMPLE LETTER FOR ADULT ASSISTANTS

Date

Dear _____,

Thank you for your commitment to assisting with the upcoming Children's Garden Consultants Program (CGC). We think you will find this an extremely interesting and rewarding process.

During the CGC event, youth participants will be put in positions of leadership. They will be critically assessing what they see, forming their own opinions, and working together in small groups to present their findings. By the program end, they will be functioning as true consultants.

Because of the nature of the program, CGC adult assistants have unique responsibilities. In order for the youth participants to have genuine ownership of this process, we ask that you practice the following:

1. Quiet observation of presentations by guest speakers
2. Quiet observation of teen involvement, comfort, and interest.
3. Refrain from making comments or suggestions that may influence teen ideas.
4. Be available for support when needed by a program coordinator or participant.

Adult assistants may also be asked to capture activities on film or through written observation.

Your support is enormously helpful, and critical to the success of the program. If you have any questions, please don't hesitate to contact me, phone/email.

Thank you!

Program Coordinator