

*****SAMPLE LETTER: PUBLIC COLLEGES*****
(For use with public community colleges, universities, and colleges)

AOH LETTERHEAD PAPER

President's Name
Community College, University, or College Name
Mail Address of Community College, University, or College

Return Address of Division President
Date

Dear ...:

United States Presidents have annually proclaimed March as Irish-American Heritage Month since 1991. These proclamations provide wonderful opportunities to inclusively celebrate the diversity of (name of county/state). I feel this is especially important for the (name of community college, university, or college) since it is an institution of higher education which provides an excellent venue to share, appreciate, and understand our State's rich heritage, history, and culture.

Irish immigrants have come to America over the past several centuries at times in very large numbers. Americans of Irish ancestry are the second largest ancestral group in our country per the 2000 United States Census. We contribute significantly today to the development of (name of county/state) and the United States in a very wide variety of ways as we have for many years in the past.

As President of the (AOH Division), I ask that the (name of the community college, university, or college) library facilities set up a display table(s) throughout March which will feature books, DVDs, videos, and CDs on the Irish-American heritage, history, and culture. I ask that the table(s) is/are accompanied with a sign which simply states "MARCH IS IRISH-AMERICAN HERITAGE MONTH". I also ask that the (name of the community college, university, or college) include articles about the Irish-American heritage, history, and culture in the student newspaper throughout each March.

I would particularly like to highlight and emphasize the need to display biographical books about Americans of Irish ancestry. There is a treasure trove of information in this area which needs exposure and which can be highly educational and greatly appreciated by (name of community college, university, or college) students and staff.

I would like to arrange a brief meeting between you and members of the (AOH Division) to further discuss these and other potential opportunities. Accordingly, one of our members will call you in the near future to arrange a meeting date and time.

Sincerely,

Name of AOH President
AOH Division