

May 21, 2019



Dear

Congratulations! I am writing to let you know that you have been selected to serve on the **Northfield Healthy Community Initiative (HCI) Board of Directors**. I believe you will be an outstanding addition to this organization!

I was extremely impressed and inspired by the applications received this year for the Youth on Boards program. We received more applications than we had spots to fill on the various boards and commissions. Once again this year, the selection of candidates was very difficult.

I hope you will accept this position. In order to confirm your participation, we are asking that you attend ONE of the orientation sessions listed on the attached sheet. This will provide the chance for you to learn more about the goals and expectations, have your questions answered, complete required paperwork, and confirm your acceptance of the position. Each session will last about 20 minutes.

As the program grows, we continue to work on ways to improve it. This year we are asking that you and your parent/guardian look at two documents prior to your orientation session. Please review the Code of Conduct/Participation Agreement and the City of Northfield Profile Release form and have both you and your parent (if you are under 18) sign them. Please bring the signed forms with you to your orientation session.

Again, you only need to attend one session and you do not need to RSVP. We have offered these at multiple times with the hopes of making it easier for you to fit it into your schedule during this busy time of year.

If you absolutely cannot attend one of these sessions but would like to accept the position, please contact me, (612-220-5302; [meleah@northfieldhci.org](mailto:meleah@northfieldhci.org)) by June 3 to arrange another time for an orientation. After your orientation we will work on setting up a time to meet with the Chair of your new board so you can get started.

Again, thank you for your interest and congratulations!

Sincerely,

Meleah Follen  
Youth Engagement Director