

Appendix F: Sample Letter from Conference Pathfinder Director

This letter could be emailed to webmaster@pathfindersonline.org or uploaded to the requested online Cloud folder (such as Google Drive). If it is an email, the email origination address acts as a verifiable signature. If uploaded a pen signature is required.

Essential elements:

- 1) Recommendation to the Honors task force / Pathfinder Advisory
- 2) Statement of piloting awareness or equivalent
- 3) Evidence of knowledge of the requirements
- 4) Conference signature(s)

Sample:

Date *mm/dd/yyyy or dd/mm/yyyy*

To Whom It May Concern;

<<name of proposing party>> has piloted the *<<<name of proposal>>>* honor proposal in the *<<conference name>>* conference. It was piloted at *<<locations>>*.

I recommend the proposal to the honors taskforce and Pathfinder Advisory. I feel it would benefit Pathfinders because *<<<be specific, show evidence of knowledge or requirements and their value>>*.

Signatures