

Sample Letter to Gather Registration Information from County and State Winners, Teachers, Parents, and Guardians

Dear County and State winners of the West Virginia Young Writers Competition, Teachers, Parents, and Guardians,

Congratulations on being a county or state winner, a teacher of a winner, or a caretaker/ parent of a winner of the West Virginia Young Writers Contest.

County and state winners, guests, and their teachers are invited to attend WV Young Writers Day at the University of Charleston in Charleston, WV, on **Friday, May 3, 2024**. The day begins with a keynote address, followed by writing workshops conducted by distinguished authors. In past years, Marc Harshman, Homer Hickam, Bill Lepp, and Cheryl Ware have presented outstanding sessions. The highlight of the day is the afternoon awards ceremony that honors every county and state winner.

All participants must register for Young Writers Day by **April 8, 2024**. The County Coordinator manages all registration for this event. If there are any questions, parents and/or guardians may contact their child's teacher or the County Coordinator for clarification.

Each student winner and a maximum of two guests will receive complimentary lunch tickets for boxed lunches. Participating teachers will also receive a complimentary lunch ticket. Please make sure to include the number of additional lunches needed when providing registration information to the county coordinator or your child's teacher. Please be mindful when providing the registration information, as it is very difficult to make changes once responses are submitted.

To ensure enough seating and lunches are available for all attendees, parents/guardians should let the student's teacher or county coordinator know whether they plan to attend and the number of guests who will be joining the student for the Young Writers Day event. Please provide this information to the teacher or the County Coordinator **well before April 8, 2024**, so there is sufficient time to register all those who wish to attend Young Writers Day.

Remember:

Registration for Young Writers Day closes on April 8, 2024, at midnight.

CHECK-IN FOR YOUNG WRITERS DAY

Check-in for Young Writers Day opens at 8:00 a.m. at the University of Charleston in Rigglesman Hall Rotunda area. Student winners will receive their program, a free ticket for a box lunch and two additional lunch tickets for their guests. **There will be no additional lunches for sale.**

Vendors will be selling books by the attending authors and other WV authors, so you may want to bring money, a checkbook, or a credit card. Authors will be available to sign copies of their books.

Additional information including maps and hotel/motel information can be found at: www.marshall.edu/cwvwp.

Click on Young Writers on the top and select Young Writers Day from the pull-down menu.

Winners, congratulations on your achievement. I hope you can attend! Do not hesitate to contact me if you have any questions about registering for Young Writers Day 2024.

Yours truly,

(Insert the name and contact information of the individual handling county registration for YWD)