

(Please copy onto your school letterhead)

To: _____(Name & Title)_____
_____(Address)_____
_____(State, Zip)_____

Date: _____

From: _____(Administrator's Name & Title)
_____(Your Address)_____
_____(State, Zip)_____
_____(Phone with area code)

Dear _____(Name and Title)_____,

Our school is looking in our community for Christian professionals in the fields of Counseling, Psychology, and Social Work to prayerfully consider joining us in ministry as a member of our school Professional Advisory Board. Your name has been recommended to us by, _____(Name)__, and your expertise in your field is stated as exemplary.

What the Professional Advisory Board will provide for the school is confidential counsel in those rare cases where situations exhibit the need for expertise beyond that of the school administration. Our desire is to serve the students God has given us to the best of our capabilities, and having your counsel for such rare cases will be one step closer to making such a desire a possibility.

We are asking the Professional Advisory Board to commit to our school for one pilot year. It is our hope that in your commitment, you will remember to uphold our school in prayer, and allow the Administrator the privilege to call you for your advice on the rare case where a student and the situation exhibit a need for expertise alongside that of the School Administration. To uphold the confidentiality of the student, the student's name will not be shared, but the situation will be shared so that your advice and leading can be counseled with accuracy.

The School Principal, __ (Principal's name), would like to meet with you to answer any questions you may have and to share in greater detail. We ask that you would take the time to pray and consider coming to this meeting. It is our hope that we can bridge to our community's expertise and provide the best for the student in need.

If you are interested in the possibility of joining this ministry, The Professional Advisory Board for _____(name of school), please call _____(Administrator)_ at _____(Phone/area code)__. We hope to hear from you within the week to schedule a meeting to answer any questions you may have.

Thank you for your time,

_____(Signature)
_____(Typed Name and Title)

Professional Advisory Board for _____ (School's name)

Definition: The Professional Advisory Board is a professionally support of expertise for the school in the fields of psychology, social work and counseling. The Professional Advisory Board will provide confidential counsel and recommendations to the school Administration for student situations that exhibit a need for expertise in the areas of psychology, social work and counseling.

Professional Advisory Board

1. Will commit to one year from September __ (year) to __ (year).
2. Will make recommendations and act as a resource for the school in their field of expertise to the Administrator of _____ (school's name).
3. Will support the school in prayer.
4. Will be open to phone calls from the Administrator of the school and provide time to understand and review the situation of the case at hand.
5. Will hold all recommendations and sharing of cases in confidence with those in their practice and with the community.

Our school, _____ (school's name) will not be legally accountable, and will not be held collectively responsible for the advice they share to the families per case.

Professional Advisory Board Contact

I, _____, will commit to _____
School for the school year of _____, as a Professional Advisory Board Member. I have read the above commitment responsibilities, and have taken this commitment to prayer. I will share with the school and provide recommendations to the individual case shared with me.

I will uphold the confidentiality of the student involved.

I recognize that my service is in ministry to our Lord, with the hope that God will use me to provide recommendations to help the Administration in my field of expertise.

_____ (Name)

_____ (Title)

_____ (Field of expertise)

_____ (Date of signature)

Why have a School Advisory Board?

Having a Christian Professional Advisory Board for the school allows the school to serve the students God brings to them with greater capacity. The School Advisory Board would benefit the Administration for the "rare case" that may come along during the school year when a student or situation dictates the need of expertise outside that of the Administrators knowledge. (I.e. for cases where students are talking suicide, or hurting themselves, or displaying strange behaviors) It is stated as a "rare case" because most situations at school are familiar to the Administrators, and the Administrator has no doubt of which direction needs to take place. It is in those "rare situations" where uncertainty can be dangerous, or assumptions unwise. God believes in using our gifts and talents to further His kingdom and speaks of the great ministry of community.

Who would be part of the School Advisory Board?

It is recommended by childd.org that the "who" of the School Advisory Board dictates the ministry to the school. Having those professionals who the school is familiar with and has had experience with, or by personal relations is a very good start. The school is already comprised of Administrators and Teachers. Not all private school have the luxury of a school psychologist, or school counselor, a school pediatrician or a school Marriage and Family Social Worker, Special Education Teacher or Specialist or Counselor. Having just a few of these, reputable professionals who will commit for a year to the Administrator as a resource for them would provide such richness to the school ministry to the students and families.

What would the School Advisory Board be responsible for?

Whatever the Administrators and their School Boards dictate. Childd.org recommends the following:

1. Confidentiality in all shared cases.
2. Resource on cases shared in detail, leaving the student involved anonymous.
3. Year by year contract.
4. Freedoms of phone call access from Administrator to Advisory Board member.
5. Prayer commitment.
6. If open to...inservices for the teachers in their respective fields.
7. If open to...classes for the parents in their respective fields.

Some schools may choose to have the entire School Advisory Board meet to discuss individual cases. Others may choose to have the Administrator call the Advisory Board member whose professional field would best serve the case. Either way, it is up to the school Administration and approval of the School Board.

What about the school that feels that they do not need a school Advisory Board?

Having a School Advisory Board is not for all schools. It will involve a few meetings, mailings to a few more people, and the risk that the Advisory Board member fails in the contractual agreement. Some schools may feel this is something they do not want to become involved in. But childd.org cautions the school that has a quick "no", because we can never be too confident of our future and ourselves.

More and more demands in this world cause childd.org to be concerned for the future generations of our church. Parents work. Expenses are high. Time is limited. Everyone is busy. In this world of stress and violence...how can we not feel our children are protected? Childd.org strongly recommends that the school be in prayer and consider becoming a "stronger ministry" than just education for the families God brings to it's doors. "A cord of three is not easily broken."

