[INSERT ORG LOGO HERE]

Dear ,

Thank you for submitting the program proposalfor the 202\_ STATE School Counselor Association Conference in CITY, STATE.

The \_SCA Program Committee reviewed each of the proposals and submitted their evaluations and recommendations for compilation. The committee’s job was a difficult one because the quality of the proposals submitted was outstanding. The process of selection and review is now complete.

We regret to inform you that your proposal was not selected. However, we have chosen your program to be listed on our alternate list if any of the scheduled presenters are unable to attend. Please notify me at EMAIL if you do **not** wish to remain on this list.

Thank you for your interest in and support of \_SCA and the 202\_ Conference.

Sincerely,

Contact

\_SCA Title

STATE School Counselor Association