Board of Child Care Auxiliary
of the Baltimore-Washington Conference

Serving Children and Families For Over 125 Years

The United Methodist C
410-9
1-800-CA
Fax 410-4
www.boardofchild
auxinfo@boardofchild

DATE: _____

PASTOR: _____

CHURCH: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Dear _____

We need your help! According to our records, your church does not have a Board of Child Care Auxiliary Representative (Key Person). The Auxiliary Key Person is the liaison for your church and the Auxiliary. The main function of this position is to be the connecting link to disseminate information about the Board of Child Care to the local church and to secure members for the Auxiliary.

Would you please take some time from your busy schedule to find an Auxiliary Representative for your church? Please send his/her information on the enclosed form or email it to me. If you already have a Key Person, please send that person's updated information.

I have enclosed a sheet listing the Duties of the Key Person (BCCA Representative) and also a BCC Information Sheet. The Auxiliary is in the process of developing a Training and Information Manual for Key Persons, which we hope to have available for use in the near future. Men are also welcome as Key Persons, Officer and members.

I would be happy to answer any questions that you or the person appointed by you have or provide any training that I can. My contact information is:

_____

_____

Thanking you in advance for your attention to this request and your help in our efforts to support the work of the Board of Child Care and the children and families it serves.

Sincerely,

Laurie Anne Spagnola – President
3300 Gaither Road • Baltimore, Maryland 21244-2999