

ADVOCATING FOR THE NEED TO END POLIO NOW

The following are suggested actions for inviting an official to participate in a Rotary club meeting to celebrate World Polio Day (October 24).

- Send the invitation letter to the constituent office of the official by both email **and** fax. We suggest you address the letter to the attention of the official's Scheduling Assistant.
- Follow-up with the official's office to confirm the invitation was received and is being considered.
- Indicate your willingness to work with the official's Scheduler to identify another opportunity if he/she is not available on the proposed date.

The template letter on page 2 can be used to make the process as easy as possible.

DATE

Hon. **Name**

Position

Address

Address

Re: Invitation to Attend/Speak at Rotary World Polio Day Event.

Dear Mr./Ms. NAME,

On 24 October, members of Rotary clubs around the world – including more than [XX] clubs throughout [COUNTRY] – will celebrate World Polio Day. Polio eradication has been Rotary’s top priority since 1985. World Polio Day is an opportunity to celebrate that we have reduced polio cases by 99.9% over the last thirty years and also to reaffirm our commitment to seeing the last cases eliminated.

Rotary clubs are autonomous and undertake a wide range of service projects in our own communities, as well as in communities in need throughout the world. However, all Rotary clubs are united in working towards the common goal of polio eradication. We invite you to join us in celebrating World Polio Day by participating in a special commemorative meeting of the Rotary club of [NAME on XX OCTOBER]. The meeting will be held from [##:## - ##:## at VENUE NAME]. At the meeting, we welcome you to make **make brief remarks** (*indicate amount of time here*) regarding [COUNTRY’S] support for polio eradication, and to learn more.

Polio eradication is important to Rotary members in our country. In September 2015, Africa’s last polio-endemic country Nigeria was declared polio-free, leaving only two countries left in the world that have never stopped the disease: Pakistan and Afghanistan. We hope to make history within just a few years by eradicating only the second ever human disease, after smallpox.

We hope you will be able to joins us for our World Polio Day celebration. I will be in contact with your office shortly to confirm your availability.

Sincerely,

Name,

Rotary club of [CLUB NAME]