Dear [Name],

Earlier this spring, the ADK board of directors voted unanimously to adopt an Outing and Leader’s Guide that establishes organization-wide protocols that will create safer and more enjoyable experiences for our participants. This is the result of a robust year-long process led by the Advisory Council’s Outings and Meetings Committee.

To lead outings in the future, leaders will have to take specific courses and certification programs. The requirements vary depending on the level of the outing. A grace period starts on June 1, which gives leaders the following time periods to acquire these certifications:

* Level One: By December 31, 2023
* Level Two: By December 31, 2024
* Level Three: By December 31, 2024

To learn more about this change, visit our resource page at [ADK.org/outing-guide-resources](https://www.adk.org/outing-guide-resources). Please direct any questions about the Outing and Leader’s Guide to your Advisory Council representative, [INSERT AC REP NAME].

Sincerely,

[YOUR NAME]