

# Part 1 – Instructor Memo

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Communicating your team concept to your instructor

Before you can begin creating your team, it needs to be approved by the league commissioner (your instructor). To begin the process, you will be completing a planning form to help organize your ideas about your new team. Once you have made some decisions about your new team, you will create a memo to inform your instructor on what you have decided and why. Only AFTER your instructor approves your team choice can you continue the project.

Since most of what you will do in this simulation is based on the decisions that you make right now, make your decisions carefully.

1. Complete the Planning Guide, remember to make your decisions carefully!
2. Using Microsoft Word create a new document.
3. Write a memo to your instructor following the template below following the guidelines from the previous W-3 lesson:

## Memorandum

To: ***(Insert your instructor's name)***

From: ***(Insert your name)***

Date: ***(Insert current date)***

Subject: Team Approval

As you are aware, I am in the process of completing the Quarter Team Project. In order to continue with this project, I am required to create a professional sports team. Please review the proposed team provided below and indicate if I have your approval to use the proposed team by completing the bottom portion of this memo and returning it to me.

### **Proposed Team:**

The name of my team is (insert team name). They type of sport this team plays is (insert type of sport). The team's hometown is (insert city, state).

### **Team Reasoning:**

Paragraph three (3) should include the text you created from the Planning Guide. It should include 2-3 sentences explain the reason why you chose this team and sport as your team.

.....  
 I approve this team for use in the Quarter Team Project.

I do NOT approve this team for use in the Quarter Team Project.

Instructor's Initials

*Instructor: Please return this form to the student upon review.*