

## SAMPLE INVITATION LETTER

Dear

The XXXX Board of Education would like you to join us in a very important project.

We have begun a process to establish a blueprint for education in our community. This blueprint will address the skills that our students will need to be successful after graduation and will be the basis for new high school graduation requirements.

You are invited to participate in a series of small group meetings or study circles. We will examine the issues surrounding the blueprint for education and will develop a list of suggestions for what this district's blueprint should contain.

Four meetings will be held (this fall, this spring). The first will be:

(date  
time to time  
location  
directions, if necessary)

(Refreshments/breakfast/lunch/dinner) will be served.  
(Child care will be provided.)

Additional meeting dates and times will be set by the group.

No advanced preparation is necessary. Your own experience is all you need to participate in this meeting.

Please contact XXXX by XXXX to let us know whether or not you will attend. We hope you can join us!

Sincerely,

Board President  
Superintendent



## SAMPLE TELEPHONE SCRIPT

Hello, this is \_\_\_\_\_ from the \_\_\_\_\_ school district.

The \_\_\_\_\_ Board of Education would like to join us in a very important project.

We have begun a process to establish a blueprint for education in our community. This blueprint will address the skills that our students will need to be successful after graduation and will be the basis for new high school graduation requirements.

You are invited to participate in a series of small group meetings or study circles. We will examine the issues surrounding the blueprint for education and will develop a list of suggestions for what this district's blueprint should contain.

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date

time to time

location

directions, if necessary

(Refreshments/breakfast/lunch/dinner) will be served.  
(Child care will be provided.)

Additional meeting dates and times will be set by the group.

No advanced preparation is necessary. Your own experience is all you need to participate in this first meeting.

Would you be interested in joining us?

*If no: Are there any additional questions I can answer? Thank you! (end call)*

*If yes: Thank you! We will send you a confirmation note via e-mail in the next few days and will call you with a reminder the day before the event. What is your e-mail address? And, is the best phone number at which to reach you? Also, let me make sure I have the proper spelling of your name (*check spelling... and if appropriate, title and organization*).*

*If unsure: Can I send you some more information to help you make your decision or could I have someone call you to provide you more information?*

Thanks again. If you have any questions, feel free to call me at \_\_\_\_\_.



## SAMPLE REMINDER E-MAIL

Dear

Just a reminder that you have agreed to attend a small-group meeting to talk about XXXX School District's blueprint for education.

The first in a series of four meetings will be held:

date

time to time

location

directions, if necessary

(Refreshments/breakfast/lunch/dinner) will be served.  
(Child care will be provided.)

Additional meeting dates and times will be set by the group.

No advanced preparation is necessary. Your own experience is all you need to participate in this first meeting.

If you have any questions, please contact: \_\_\_\_\_

We look forward to your participation!

Sincerely,

Board President  
Superintendent

