

NATIONAL PARTNERSHIP FOR QUALITY AFTERSCHOOL LEARNING

www.sedl.org/afterschool/toolkits

AFTERSCHOOL TRAINING TOOLKIT

Template for Memo to School-Day Staff

Directions: It is important to communicate information about the afterschool program with the school-day staff. Use this template memo to draft information about such things as upcoming field trips, needs of the afterschool program (for volunteers and/or supplies), accomplishments of the students, presentations by the students, upcoming meetings, etc. Print the memo on your program's letterhead. If you do not have letterhead, use bright paper.

January 7, 2008

Dear Teachers at Anywhere Middle School,

Just want to keep you posted on the following developments in our afterschool program:

- We are pleased to announce that **Mary Johnson**, a retired middle school teacher, will be joining the Project SUCCEED afterschool staff as **Academic Liaison**. She will introduce herself at the next AMS staff meeting.
- We will continue to hold the **Homework Help Hour** from **2:45-3:45 Monday-Thursday**. Please let us know when you are available to help with tutoring.
- Remember to complete your **Homework Sharing Tool** so the afterschool staff can better assist your students.

Please let me know if you would like more information or if you have a suggestion about something we can do to improve our program.

Sincerely,

Jane Smith
Project SUCCEED
555-555-1679
1430 Our Street
Anywhere, USA