

Teacher Email Templates
(Exchange teacher or your information for highlighted areas)

1st email to teachers:

Hi Ms./Mr. Smith,

My name is Jane Doe and I'm so excited to be your Reading is Fundamental (RIF) volunteer this year! I would love to go ahead and get our first visit on the books. I am available between 10:30 - 2:30 most days, so please let me know when is convenient for you. Also, I'll bring a couple of books to read to the kids, but let me know if you ever want me to read something in particular.

Looking forward to the upcoming year!

Jane

2nd email to teachers (copy school liaison & Caroline at Book'em – see back of page for contact info):

***Also call and ask office staff to have message put in the teacher's box asking teacher to contact you**

Hi Ms./Mr. Smith,

I hope the school year has started off well! I know things are a bit crazy this time of year, so I just wanted to bring my email to the top of your inbox to make sure we can get our first visit scheduled. Please let me know if you have any questions.

Thank you,

Jane

3rd email to teachers (copy liaison & Caroline at Book'em – see below):

Hi Ms./Mr. Smith,

I hope you are well. I wanted to reach out one more time to see if we can get our first visit scheduled. I hope to hear back from you, but if I don't, we'll take that to mean that you aren't able to have a RIF volunteer this year. Please let me or Liaison Name know if you have any questions.

Thank you,

Jane

RIF school liaisons:

Carter-Lawrence: Michelle Sadler, donna.sadler@mnps.org

Charlotte Park: Samantha Schmutterer and Kayli Wilder, samantha.schmutterer@mnps.org,
kayli.wilder@mnps.org

Cockrill: Deseree' Hill, deseree.hill@mnps.org

Cole: Sarah Nieto, sarah.nieto@mnps.org

Cumberland: Kathy Gillingham, kathy.gillingham@mnps.org, jennifer.davis1@mnps.org

Dodson: Carrie Beth Edmondson, carrie.edmondson@mnps.org

Fall-Hamilton: Chelsea Gonzalez and Christina Gordon, chelsea.gonzalez@mnps.org,
christina.gordon@mnps.org

Glengarry: Lora Rausch, lora.rausch@mnps.org

Glenview: Kristin Gray, Kristin.gray@mnps.org

Ida B. Wells: Shemika Haywood, Shemika.haywood@mnps.org

McGavock: Brigget Davis, brigget.davis@mnps.org

Napier: Marc Anthony Peek, marc.peek@mnps.org

Paragon Mills: Jill Rudisill, Jill.Rudisill@mnps.org

Park Avenue: Leigh Nida leigh.nida@mnps.org

Shwab: Rebecca Groll, rebecca.groll@mnps.org