

# 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 classroom reader with the Reading is Fundamental (RIF) 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 or Cari 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 or Cari at Book'em – see back of page):**

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

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## **Primary Contact for RIF Schools**

**Each RIF School has a staff member that is a liaison between volunteers & teachers. Their contact information is listed by school below. Please also note, that the Book'em staff to contact for your assigned school is also listed with each school.**

**Reading Programs Manager :** Caroline Lewis, [caroline@bookem-kids.org](mailto:caroline@bookem-kids.org)

Bellshire: Natasha Massey, [natasha.massey@mnps.org](mailto:natasha.massey@mnps.org)

Carter-Lawrence: Michelle Sadler, [donna.sadler@mnps.org](mailto:donna.sadler@mnps.org)

Fall-Hamilton: Chelsea Gonzalez & Christina Gordon, [chelsea.gonzalez@mnps.org](mailto:chelsea.gonzalez@mnps.org) & [christina.gordon@mnps.org](mailto:christina.gordon@mnps.org)

Glengarry: Lora Rausch, [lora.rausch@mnps.org](mailto:lora.rausch@mnps.org)

Glenview: Kristin Gray, [kristin.gray@mnps.org](mailto:kristin.gray@mnps.org)

Napier: Mark Jones, [mark.jones2@mnps.org](mailto:mark.jones2@mnps.org)

Paragon Mills: Jill Rudisill, [jill.rudisill@mnps.org](mailto:jill.rudisill@mnps.org)

Park Avenue: Courtney Haley, [courtney.haley@mnps.org](mailto:courtney.haley@mnps.org)

**Reading Programs Coordinator:** Cari Sands, [cari@bookem-kids.org](mailto:cari@bookem-kids.org)

Charlotte Park: Samantha Schmutterer & Kayli Wilder, [samantha.schmutterer@mnps.org](mailto:samantha.schmutterer@mnps.org) & [kayli.wilder@mnps.org](mailto:kayli.wilder@mnps.org)

Cockrill: Deseree' Hill, [deseree.hill@mnps.org](mailto:deseree.hill@mnps.org)

Cole: Cheyenne Williams, [cheyenne.williams@mnps.org](mailto:cheyenne.williams@mnps.org)

Cumberland: Jennifer Davis, [jennifer.davis1@mnps.org](mailto:jennifer.davis1@mnps.org)

Dodson: Carrie Beth Edmondson, [carrie.edmondson@mnps.org](mailto:carrie.edmondson@mnps.org)

McGavock: Brigget Davis, [brigget.davis@mnps.org](mailto:brigget.davis@mnps.org)

Shwab: Rebecca Groll, [rebecca.groll@mnps.org](mailto:rebecca.groll@mnps.org)

