***Teacher Email Announcement Templates:***

*Dollar Detectives Go to Cashella*

***Coordinating Email #1: Outreach***

Hi <<Teacher Name>>,

Thank you for your interest in bringing Dollar Detectives Go to Cashella to your students! Everyone at <<Financial Institution Name>> are so excited to meet a few of the students participating in the digital personal finance program and to put their knowledge to the test in a fun way!

Is there a time this week that would work for a quick phone call so we can discuss a few logistical details?

Questions I’m hoping you can help me answer:

* Is your classroom remote, hybrid, or in-person?
* If hybrid, which days are your students remote?
* How many students do you anticipate will join the live event?
* What virtual classroom platform do you use (ie. Google Classroom, Microsoft Teams, etc)
* Which dates/times work best for your schedule?

 Thank you,

<<Lead Volunteer Name>>

***Coordinating Email #2: Followup***

Hi <<Teacher Name>>,

I wanted to quickly follow-up and confirm if your school would be available to host this event? Have you had a chance to review the questions I shared in my previous email?

Thank you so much for your consideration and I look forward to hopefully working with you on this exciting opportunity!

<<Lead Volunteer Name>>

***Coordinating Email #3: Reminder***

Hi <<Teacher Name>>We are looking forward to the <<Sponsor Name>> event on <<Date>>!

I wanted to quickly confirm the following key event details, to ensure we are on the same page:

* Date:
* Time:
* Event Platform & Link:
* Number of Students:

Do you have any questions before the event? We are looking forward to meeting your students and bringing this unique, fun educational event to your classroom.

Thank you,

<<Lead Volunteer Name>>

***Coordinating Email #4: Thank You***

<<Teacher Name>>

Thank you for such a wonderful event yesterday!

We sincerely appreciated the opportunity to meet your students and play Dollar Detectives with them. <<Insert anecdote of your favorite part of the experience>>.

We also appreciate your help in organizing and coordinating.

Thanks for all you do!

<<Lead Volunteer Name>>