**OSNAP Email Templates**

Use the templates below to make email invitations, reminders, and follow ups quick and easy. There in a mass email **invitation** for each of three Learning Community meetings designed to go out about one month before the meeting date. The **reminder** emails are intended to go out about one week prior to the meetings and then be resent the day before. Finally, the **follow up** emails are intended to be tailored for each site director, attaching the action plan and any supportive materials that came out of the meeting.

**Learning Community 1 Invitation**

Dear Site Directors,

The OSNAP Initiative [change name if necessary] will be kicking off a series of Learning Community meetings focused on physical activity and nutrition starting in [insert approximate time: late/early month].

As part of this initiative, you and your staff are invited to attend the Learning Community sessions to learn about strategies to improve nutrition and physical activity offerings at your site.. You may choose from one of [xx] dates/times for the first Learning Community (see below for options). These sessions are eligible for continuing education credits through MAEYC. Anyone attending from your program will also receive a small stipend from us for participating. **If anyone at your site would like to receive CEUs, please contact [insert name] at [email address] by [date].**

The first Learning Community will be offered the following dates/times: [insert date, time, and location in a list below]

**Please let us know which of these sessions works for you and approximately how many of your staff will attend by [insert date].**

All the best,

[insert name]

**Learning Community 2 Invitation**

Dear Afterschool staff,

I wanted to invite you to the 2nd round of learning community meetings later this month! At this meeting, you’ll get more time to exchange ideas with one another about improving the healthy offerings at your programs. We’ll also be working on strategies for promoting physical activity as well as developing your skills for creating and communicating healthy program policies. Remember, we'd like you to bring any policies that you have at your program along with you to this session. We’re excited to hear what nutrition and physical activity changes you’ve been working on over the past could of months. If you’ve been using the Action Planning Document to keep track of your progress please bring that along too.

The meetings will be held on [list dates, times, and locations]. **Please RSVP to me as soon as possible with which day and time you'll be attending** as well as the approximate number of staff you plan on attending. As a reminder, all staff who attend will be paid and receive lunch/snack.

All the best,

[insert name]

**Learning Community 3 Invitation**

Dear Afterschool Staff!

I hope you are enjoying the longer, slightly warmer days of March! Learning Community 3 is coming up in [xx] weeks. At this meeting you will get a chance to share your progress with staff from other afterschool programs and review the goals and action steps that you set at Learning Community 2. You'll also gain some skills for encouraging healthy eating at your program and have the chance to try out some Food & Fun activities. If you have not completed your innovation proposal this will be the final time to submit that to us.

The meetings will be held on [list dates, times, and locations]. As a reminder, all staff who attend will be paid and receive lunch/snack.

Thanks so much for your participation and please let me know if there is anything you need.

All the best,

[insert name]

**Reminder**

Dear Afterschool staff,

Just a quick reminder that you are scheduled to attend our [first/second/third] learning community of the year tomorrow/next week: [insert DATE].  The meeting is scheduled from [insert times] xx to xx at the [insert location] located at [insert address]. A light [lunch/snack/dinner] will be served to all who attend. We look forward to working with you and your staff to help promote nutrition and physical activity in your programs this year!

See you soon/tomorrow!

[insert name]

PS If you have any question or concerns on the day of the training, please don’t hesitate to text or call me on my cell at [insert number].

**Follow up**

Hi [site director name],

Thank you so much for attending our [1st/2nd/3rd] learning community meeting of the year. It was great to have you there setting goals and action steps for improving the nutrition and physical activity practices and policies at your program. Attached is your action planning document. Please take a look to make sure this reflects your goals and action steps as you see them.

Below is a link to [insert any relevant links] **on our Food and Fun/OSNAP website.** I've also attached the [list all documents] we distributed at the meeting.

[PUT ANY WEDSITE LINKS HERE]

Keep an eye out for our [insert season] newsletter later this month! Thanks so much attending the learning community and working to help create healthier environments for kids in [insert city or state].

Best,

[insert name]