**Chapter Four**

**Examples and Templates**

**Emails to Promote Registration**

*Email #1*

SUBJECT: Important summer opportunity from [District]

Looking for an opportunity to take charge of your child’s future? Sign up your child for a chance to take part in [name of program] this summer. It’s a fun, safe way to keep their education on track and give them a great summer experience.

Your child will get a mix of reading, writing and math, combined with exciting activities like [example of enrichment activities]. The program is five days a week and runs from [start time] in the morning to [end time] in the afternoon. Transportation is included as well as breakfast, lunch and snacks. There is no cost for [name of program].

This is a great opportunity to make sure your child does not forget what they are learning in [X] grade. And the teachers know exactly how to help your child get ready to succeed in the [X] grade. All while making sure it’s a fun and enjoyable summer.

Click here for a flyer with more information and the registration form. Space is limited, so sign your child up for a chance to get in before the deadline of [date].

[Note: if your district allows online registration, include a direct link.]

Sincerely,

Name

Title

*Email #2*

SUBJECT: District [name of program] deadline approaching

Looking for an opportunity to take charge of your child’s future? Now’s the time to sign up your child for a chance to take part in [name of program] this summer. The [date] deadline is almost here. After that, registrations cannot be accepted.

Teachers, along with well-known community organizations, lead children in exciting activities inside and outside of the classroom, including [list several enrichment activities]. And your child will sharpen the reading, writing and math skills needed to be ready for the [X] grade.

The program is five days a week and runs from [start time] in the morning to [end time] in the afternoon. There is no cost for the program and transportation is included, as well as breakfast, lunch and snacks.

It’s the summer fun your child wants and the summer learning to help them succeed.

Click here for a flyer with more information and the registration form. Space is limited, so sign up for a chance to get in before the deadline of [date].

[Note: if your district allows online registration, include a direct link.]

Sincerely,

Name

Title

*Email 3*

SUBJECT: No-cost summer program: final reminder

You can still sign your child up for a chance to take part in [name of program] this summer. But there are only three days left. This Friday is the last day to turn a registration form in. [Change to reflect actual dates.]

Your child can get outside this summer, do exciting things like [insert two examples of enrichment activities], and sharpen their reading, writing and math skills. There is no cost for the program.

Research shows that over the summer some students can fall behind their peers. Teachers in [name of program] know how to give children a fun summer that helps them succeed in [X] grade and beyond.

The program is five days a week and runs from [start time] in the morning to [end time] in the afternoon. Transportation is included as well as breakfast, lunch and snacks.

Click here for a flyer with more information and the registration form. Space is limited. Sign your child up for a chance to get in before this Friday, [date]. Registrations cannot be accepted after the deadline.

[Note: if your district allows online registration, include a direct link.]

We want your child to have a chance at this great summer experience.

Sincerely,

Name

Title