



Kansas Farm Bureau's Leading Kids to Ag Knowledge

COMMUNICATION RESOURCES

PRE-PLANNING STEP 2 EXAMPLE EMAIL

Good MORNING/AFTERNOON TEACHER'S NAME,

I am NAME and I am a student involved in the STUDENT ORGANIZATION at the high school. I am reaching out to see if there would be an opportunity for me to visit your classroom and work with your students. Through the Farm Bureau Leading Kids to Ag Knowledge program, I have been trained to teach a lesson to second grade students. The lesson's objectives are as follows: students will be able to sequence any set of events in the correct order and students will be able to use the concept of ordinal numbers to help organize story events. Standards for the lesson are CCSS.ELA-LITERACY.RL.2.5 – Describe the overall structure of a story, including describing how the beginning introduces the story and the ending concludes the action. I would love the opportunity to enter your classroom to work with your students. If this is something you're interested in, I would be free to attend your classroom on the following dates: LIST OF DATES. If none of these dates work, please let me know which dates would work. If you have further questions, please contact me on this email or at PHONE NUMBER (optional). I look forward to hearing back from you and I appreciate your time.

Sincerely,

YOUR NAME

PRE-PLANNING STEP 3 EXAMPLE EMAIL

Good MORNING/AFTERNOON TEACHER'S NAME,

I look forward to visiting your class on DATE. I have a couple of questions so that I can fully prepare for my time with your class.

- How many students are in your class?
- Are there any allergies in your class?
- Do I need to check in at the school office?
- Does your school have any security precautions that I should be aware of?
- How much time would you like me to be there?
- Will I have access to a projector and computer?
- Do you have crayons, markers, or colored pencils that the students can use?
- Is there anything else I should know?

Once again, thank you for your time and I look forward to hearing back.

Sincerely,

YOUR NAME

PRE-PLANNING STEP 7 EXAMPLE EMAIL

Good MORNING/AFTERNOON TEACHER'S NAME,

I just wanted to confirm that you are expecting me to come to your class on DATE. I am really looking forward to it. Please contact me with any questions you may have or any further details I should know. Thank you for your time!

Sincerely,

YOUR NAME