**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 third through fifth grade students using the book* ***Full of Beans****-****Henry Ford Grows a Car.***  *This lesson is “Soybean Plastic” and the objectives are:*Students will test how the amount of soybean oil affects a product and students will connect products they use daily to the soybean industry.

*Standards for the lesson are:
NGSS. 5-PS1-4 Conduct an investigation to determine whether the mixing of two or more substances results in new substances.*

*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*