Ci3T Template Emails

Directions: Template sample emails to Ci3T Leadership Teammembers are provided for Implementation Session 1.

# Implementation Session 1

## 2 week before email (only for Implementation Session 1)

Greetings!

We are greatly looking forward to seeing you all for the first Ci3T implementation professional learning session of the year on **[day of the week and date].** At the bottom of this email, you will find a chart with the dates and times for all five professional learning sessions for 20XX-20XX. We encourage all Ci3T Leadership Team members and Ci3T District Leaders to attend these implementation sessions. We truly value the opportunity to support you all with these free-access professional learning sessions as you move forward in your first and second years of implementation!

For the first implementation session, we are excited to hear all about the Ci3T rollout activities happening in your buildings! This session, entitled “SETTING UP FOR SUCCESS**”** will be heldin **[room name]** at **[venue name and address]** on **[date]**. You can find an agenda for this implementation session attached to this email.

**Preparation.**

* We will continue to use Dropbox this year as our shared space for documents we will work on during the sessions; look for an email from us next week with information on how to access your school’s Dropbox.
* We strongly encourage every Ci3T Leadership Team member to bring a fully charged laptop to the training. We recommend at a minimum there be three laptops per team. Computers will be used to access Dropbox for materials, agenda, PowerPoint, and for completing activities. *Note that some tablets might offer limited ability to work in Dropbox (e.g., view own access, unable to edit).*
* The attached training agenda will also be available in Dropbox. If you would like a hard copy, feel free to print one for your use, otherwise plan to work on your tablet or computer.
* Please also bring your Ci3T interactive eBook, the four books, and journal special issue to use as resources:

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**Location and time.** The implementation session will be held in the **[room name]** at **[venue name and address]**. We will begin promptly at **[start time]** and end at **[end time]**. We welcome you to arrive a few minutes early to set up your technology and select your favorite seat!

**Parking.** Parking is **[describe parking location and any related expenses].**

We look forward to seeing you all on **[date]**! Please feel free to contact **[contact name]** by email or phone **[phone number]** if you have any questions!

Respectfully,

**[Ci3T Trainer names]**

|  |  |  |
| --- | --- | --- |
| **Ci3T Team Implementation Support****[location]** |  | Times |
| 1. Session 1
 | **[date]** | **[times]** |
| 1. Session 2
 | **[date]** | **[times]** |
| 1. Session 3
 | **[date]** | **[times]** |
| 1. Session 4
 | **[date]** | **[times]** |
| 1. Session 5
 | **[date]** | **[times]** |

## 1 Week before Email

Subject: Ci3T Implementation Session 1 [day of the week] [date]

Greetings!

We are very excited to see you all at the first Ci3T implementation professional learning session next week on **[day of the week and date]** from **[start time to end time].** The session will be heldinthe **[room name or number]** room at **[location].** We encourage all Ci3T Leadership Team members and Ci3T District Leaders to attend these implementation sessions. Registration will open at [time] to give you enough time to settle in before we get started promptly at [time]. Additional details are listed below. Thank you in advance for your participation!

**Preparation.** Please prepare the following items prior to Implementation Session 1:

* Ensure you have created your Dropbox account using your district email address or the email address from which you received this message**.** You will find the instructions for creating an account attached.
* Once you have your Dropbox account setup, you can access Ci3T implementation professional learning session materials at the following file path:
	+ **[**enter file path here**]**
* We strongly encourage each Ci3T Leadership Team member to bring a fully charged laptop to the training. We recommend at a minimum there be three laptops per team. Computers will be used to access Dropbox for materials, agenda, PowerPoint, and for completing activities. *Note that some tablets might offer limited ability to work in Dropbox (e.g., view own access, unable to edit).*
* The agenda, attached, will also be available in Dropbox. If you would like a hard copy, feel free to print one for your use, otherwise plan to work on your tablet or computer.
* Parent members of the team are invited and encouraged to attend each Ci3T implementation session. Your input is invaluable to your school’s leadership team as to provide parents’ perspective.
* Please also bring your Ci3T interactive eBook, the four books, and journal special issue:

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**Location and time.** The implementation session will be held in the **[room name]** at **[venue name and address]**. We will begin promptly at **[start time]** and end at **[end time]**. We welcome you to arrive a few minutes early to set up your technology and select your favorite seat!

**Parking.** Parking is [describe parking location and any related expenses].

We look forward to meeting with you next [day of the week]! Please feel free to contact us with questions (emails are included in the header, or contact [contact name] directly at [contact phone]). We look forward to seeing you soon!

Respectfully,

## 1 Day before Email

Subject: Ci3T Implementation Session 1 Tomorrow

Greetings!

We are looking forward to working with you **tomorrow!** Just a last reminder that the location for tomorrow’s Ci3T Implementation Session 1 is [room, building, full address, parking instructions].

Registration opens at [time], and we will begin promptly at [time].

**Laptop:** We strongly encourage everyCi3T Leadership Team member to bring a fully charged laptop. Documents will be available in Dropbox; look for your folder invitation later this afternoon!

**WiFi:** User name: [location Wi-Fi username]

 Password: [location Wi-Fi password]

Please also bring your Ci3T interactive eBook, the four books, and journal special issue:
 **** **** ****  

We look forward to seeing you soon! Please feel free to contact us with any questions (emails are great, or contact [contact name] directly at [contact phone]).

Respectfully,

## Thank you Email

Subject: Ci3T Implementation Session 1 Thank You

Dear Ci3T Leadership Team Members,

Thank you for your participation at yesterday’s Ci3T Implementation Session 1. We really enjoyed working with each of you as you worked to refine implementation of your comprehensive, integrated, three-tiered model of prevention.

Please feel free to contact any of us if you or your faculty/staff have any questions or concerns. We appreciate your attentiveness and participation, and look forward to seeing you again on **[day of the week, date, start and end time]**!

Sincerely,