



Utilize and adapt the **email template** below to help you reach out to key stakeholders and decision makers. Use your answers from Step 2/Build Your Case to add program-specific information where highlighted/appropriate.

Hi [Title (Dr., Ms., Mr., etc.) and Last Name],

Thank you for all that you have been doing to support the education and well-being of your students and their families throughout the pandemic. As a local community [select your program description – afterschool learning / summer learning / afterschool and summer learning] program with years of experience in positive youth development, [name of your organization/program hyperlinked to your website] shares your goal of helping our kids and community recover.

We know you are faced with important decisions about how to support students and educators, especially in this difficult time. [name of your organization/program] is well-positioned to partner with you to provide the holistic support and community connection our kids need for recovery and beyond. We would appreciate the opportunity to meet with you and/or your team to share more about our program, learn what your goals are, and discuss how we might achieve those and support our community's needs together.

High-quality out of school time (OST) programming is a key component of any comprehensive recovery strategy. Not only does it increase students' attendance, course credits, and on-time graduation, as well as improve performance in subjects like mathematics and English language arts, but more importantly, it also builds the social and emotional skills and relationships with both peers and caring adults that the pandemic has forced many to forgo for over a year and that are foundational to academic recovery.

With the powerful investment of the American Rescue Plan and specific focus on learning recovery in ARP ESSER, we have an incredible opportunity to build something new and sustainable that will continue to serve our youth long after the pandemic and relief efforts are gone. By doing this work in partnership, we can optimize available resources, create efficiencies, and align on shared goals to yield *better* outcomes for *more* kids. Together we can create a comprehensive ecosystem of support for our students and families.



Thank you for your consideration of my request to meet. We at [name of your organization/program] look forward to working with you and your team to design solutions that holistically support all the kids in our community. To discuss further, you can reach me via email or by calling me at [insert phone number]. I will also follow up with you by phone next week.

Sincerely,
[your name]