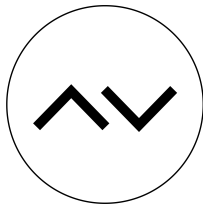


Tab 1



EMAIL TEMPLATES

SCHEDULING EMAIL

SUBJECT LINE: GOODLIFE Classroom Experience

NOTE: Copy in our administrative staff contact to this email (Brandon@iwantgood.org, and Amanda@iwantgood.org)

Hello **Mr./Ms. [Teacher's Last Name]**,

My name is **[Your Name]**, and I'm with GOODLIFE—a prevention, leadership, and character-building program that helps students build the tools and mindsets to build a life they love. I'll be your Certified Classroom Guide this term. I'm really looking forward to working alongside you and your students.

Students today are juggling more pressures, distractions, and competing messages than ever before. GOODLIFE helps equip them with practical tools they can use right away, all in a simple, “done-for-you” format that doesn't add to your workload

I'd love to kick off the scheduling process with you. The GOODLIFE experience includes 5 classroom sessions, and I'm flexible on timing: I can teach one day a week for 5 consecutive weeks, 5 days in a row, or any frequency in between that suits your schedule. To help us get started, could you please share:

- ***How many periods do you teach each day for the classes I'll be joining?***
- ***What are the period numbers and their start/end times?***
- ***Are your students with you for a quarter, semester, or the full year?***
- ***Are there any scheduling dates we should avoid for testing, breaks, or beginning/end of quarters?***
- ***How many students do you have across all these classes combined?***

If you'd prefer to discuss this over the phone, feel free to call me at **[Your Number]**—whatever's easiest for you!

For more details about GOODLIFE, check out www.iwantgood.org. There's a handy PDF overview available by clicking “Get the Overview” on the homepage, which outlines each session and its themes.

I'm looking forward to meeting you!

Thank you,

[Your Name]

GOODLIFE Certified Classroom Guide

COURSE SCHEDULE REPLY

SUBJECT LINE: GOODLIFE Classroom Experience - Proposed Dates

Hello Mr./Ms. [Teacher's Last Name],

Thank you for sending the scheduling info! Based on what you shared, here are some suggested dates for each semester (or quarter) to get us started:

[List Suggested Dates Here]

If these don't fit your schedule, could you please send me some alternative dates that work for you? I'd love to make this as seamless as possible!

Looking forward to hearing from you,

[Your Name]

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SCHEDULING FOLLOW-UP (IF NEEDED)

SUBJECT LINE: RE: GOODLIFE Classroom Experience

CC: [Administrative Staff Contact]

Hello Mr./Ms. [Teacher's Last Name],

For your planning purposes, I know how important it is to lock in these dates as soon as possible. I'm sending this follow up in case my last email didn't make it to you.

I'd love to ensure we find a schedule that works best for you.

Do these dates look good?

[List Suggested Dates Here]

Please let me know if they work or if we should explore other options. I want to make this as simple as possible for you.

Thank you,

[Your Name]

GOODLIFE Certified Classroom Guide

CONFIRM SCHEDULE AND TECH CHECK (Send 2-3 weeks before first session)

SUBJECT LINE: GOODLIFE Schedule Confirmation & Tech Check

Hello Mr./Ms. [Teacher's Last Name],

I'm thrilled we've nailed down the schedule! Just to confirm, we're set for:

[List Agreed-Upon Dates, Times, and Class Periods]

Before our first session, I'd like to arrange a quick (15 minutes or less) tech check in your room to ensure connecting my computer will work smoothly on my first day with students.

Does your classroom have:

- ***A projector with sound and an HDMI cable, or***
- ***A TV (either in the room or one that can be brought in easily)?***

Would any of these times work for me to stop by for the tech check?

[List Suggested Dates/Times Here]

Thank you,

[Your Name]

GOODLIFE Certified Classroom Guide

PRE-START EMAIL (1-2 weeks prior to first session)

SUBJECT LINE: GOODLIFE Prep for Next Week

Hello **Mr./Ms. [Teacher's Last Name]**,

I'm excited to kick off GOODLIFE in your classroom soon!

Quick question, what's your go-to coffee, soda, candy, or snack? I've got you covered on Day 1!

Below is a quick rundown to ensure you have as much helpful information as possible:

- Over our five sessions, I'll equip students with mindsets and skills for life inside and outside the classroom using visual presentations, videos, kinesthetic exercises, and retrieval practices.
- Sessions 1 and 5 will include voluntary student surveys that students can complete on their laptops or Chromebooks. These are the only times they'll need the laptops or Chromebooks. Here are the links I'll use (feel free to post them in Google Classroom if you'd like, though it's optional):
 - Session 1: www.iwantgood.org/survey1
www.iwantgood.org/survey2
 - Session 5: www.iwantgood.org/survey3
www.iwantgood.org/survey4
- To maintain survey integrity, I'll step out for 3-5 minutes while students complete them. Questions about the surveys? Reach out to Dr. Beth Delaney at Beth@iwantgood.org.
- I'll bring peanut-allergy-safe candy and snacks—please let me know of any other allergies to watch for!

In case of last-minute changes (e.g., snow days, scheduled fire drills, etc), what's the best way to reach you on short notice? You can contact me at [Your Phone/Email].

Your role is simple but key: staying in the classroom and assisting with engagement or distractions as needed. Feel free to participate as much or as little as you'd like—no prep required from you!

Can't wait to get started!

Thank you,

[Your Name]

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2-DAYS BEFORE FIRST SESSION EMAIL

SUBJECT LINE: GOODLIFE - See You Soon!

Hello Mr./Ms. [Teacher's Last Name],

I'm excited for our first GOODLIFE session on [Insert Date and Time]!

Any updates or changes I should know about before I arrive? Are there upcoming shifts in your schedule I should be aware of?

P.S. I've got your [Coffee/Snack/Drink] ready for Day 1! Let me know if there's anything else I can answer before we start.

Thank you,

[Your Name]

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AFTER FIRST DAY EMAIL

SUBJECT LINE: GOODLIFE - First Day Reflections

Hello Mr./Ms. [Teacher's Last Name],

It was awesome kicking off GOODLIFE in your classroom yesterday! You've created such a great environment for your students—[Insert Personalized Comment, e.g., "I loved how engaged everyone was during the intro!"]. Thank you for welcoming me!

How do you think it went? Any feedback, suggestions, or thoughts you'd like to share? I want to ensure I'm meeting your classroom's unique needs.

In our next session, we'll be covering the "Focus" Core Factor Frame. This helps students grow in self-awareness, recognize challenges they may be facing, and think about steps for personal growth. Occasionally, a student may want to connect with you, a counselor, or another trusted adult afterward—which we both know can be a great opportunity for support.

Thanks for any insights you can offer—I'm excited to keep this going!

Thank you,

[Your Name]

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RESCHEDULE EMAIL

SUBJECT LINE: GOODLIFE - Rescheduling Our Next Session

Hello Mr./Ms. [Teacher's Last Name],

I'm so sorry, but I need to reschedule our upcoming class. I know this might throw a wrench in your plans, and I apologize for the inconvenience. I know a scheduling change can be hard.

I'll do my best to keep this a one-time time thing!

Do any of these dates work for you to reschedule?

[Options for Reschedule Dates Here]

If none fit, can you suggest some alternatives? I'll be as flexible as I can to make this work for you.

Thank you for your understanding,

[Your Name]

GOODLIFE Certified Classroom Guide

AFTER LAST DAY EMAIL

SUBJECT LINE: GOODLIFE - Thank You!

Hello Mr./Ms. [Teacher's Last Name],

Wow, what an incredible time in your classroom! [Optional Personalized Note, e.g., "Your students' growth over these weeks was inspiring!"]

Our goal at GOODLIFE is to support and encourage you as you shape your students' lives, and I hope you felt that. Thank you for hosting us this semester—I've loved working with you!

Your insights during our chats were spot-on, and I'd really value your feedback. Can you share that feedback via this quick survey:

[Teacher Leader Survey 2025](#)

It'll take just 5 minutes and means a lot to me. Thanks for everything!

Gratefully,

[Your Name]

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POST ENCOURAGEMENT EMAIL

SUBJECT LINE: You're Amazing!

Hey **Mr./Ms. [Teacher's Last Name]**,

I'm just checking in to see how your week is going. I hope it's been great!

I truly felt privileged to be in your classroom. You're such an amazing teacher, and the difference you're making in your students' lives is just incredible. Keep up the fantastic work—it's definitely seen and appreciated!

All the best,

[Your Name]

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HOLIDAY EMAIL

SUBJECT LINE: Happy Holidays from GOODLIFE!

Hello Mr./Ms. [Teacher's Last Name],

Just checking in—how are you?

Wishing you a great holiday season! May your break be filled with safe travels, restful moments, and wonderful times with your family and friends.

Enjoy every minute of your well-deserved time off!

Thank you,

[Your Name]

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