

Changing Course: Living and Leading on Planet Blue

Sustainability Discussion Course Invitation Template Emails

The following email templates were created for Planet Blue Ambassadors wishing to invite colleagues to the three-session *Changing Course: Living and Leading on Planet Blue* discussion course. Feel free to adapt as needed.

Invitation Template One: Inviting fellow employees, students, colleagues

Subject line: Join me for a free lunch hour discussion course: Living and Leading on Planet Blue! Please RSVP.

[NAME],

As you may know, I am a member of the Planet Blue Ambassador Program and am excited to be one of many Ambassadors hosting a free lunch hour discussion course for three sessions beginning on [insert date]. This discussion course, *Changing Course: Living and Leading on Planet Blue*, will offer a great professional development opportunity as well as will be a fun way to learn more about sustainability at University of Michigan and beyond and what we can do in our own departments to spur ideas, engagement and action across the university. We'll learn about core principles of sustainability and consider examples of sustainable workplaces as models.

Space is limited to 12 participants, so please register as soon as possible by simply letting me know that you will join this course. Deadline to register is [insert date here].

We will meet for three hour-long sessions at [insert location]. Please bring your own lunch [Alternative text: We will provide lunch at our first session!].

I look forward to this opportunity and hope you will join me!

(*add any personal message about why you think this person should join/would be a great addition to your group)

Invitation Template Two: Inviting your supervisor(s)

Subject line: Upcoming Planet Blue Ambassador Lunch Hour Discussion Course – FYI and Invitation to Join

Dear _____,

As you may know, I am a member of the Planet Blue Ambassador Program and am excited to be one of many Ambassadors hosting a free lunch hour discussion course for three sessions beginning on [insert date]. This course was developed as part of a joint project between University of Michigan and the Northwest Earth

Institute, a leading provider of employee engagement and sustainability education resources (see <http://www.nwei.org/where-change-happens/on-campus/>) . I wanted you to be aware that I will be offering this course over the lunch hour for fellow employees, and hope that you might be willing and able to join as well.

This course offering, *Changing Course: Living and Leading on Planet Blue*, will offer a professional development opportunity for staff, as well as will be a fun way to engage in sustainability initiatives at University of Michigan. The Earth Institute courses have been offered to over 150,000 people over the past 20 years. They've been offered at places like Starbucks, Hewlett Packard, Nike, and Bank of America – as well as at over 400 other universities. I think the course experience will be a great way for our team to get to know each other, as well as a great way to be more engaged in sustainability issues.

We will meet for three hour-long sessions at [insert location] beginning on [insert date]. I wanted to let you know first in case you'd like to join. I welcome any suggestions you may have in offering this course to our staff. I'll begin the registration process shortly and hope to have registration completed by [insert date]. Thanks so much for your support,
