Connect • Share • Inspire

www.communityshare.us

Email Templates

The CommunityShare team created these email templates in collaboration with other stewards, partners, and educators. We invite you to use them and make them your own! You can access email types quickly via the table of contents below.

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Network Launch Email Templates

Announcing CommunityShare to Students' Families via Blast from Administration

TO: Parents/Family Members

FROM: Administrator

Dear [Parent/Family Member],

I'm pleased to announce that [district] is a part of the CommunityShare network. CommunityShare connects community members with our classrooms to provide more real-world learning opportunities for your child.

It's important to me, as I know it is for you, that your child feels engaged at school and builds skills that allow them to succeed throughout their lives–in education, in careers, and in relationships. I believe one of the best ways to make this happen is to give students real-world learning experiences with community members from diverse professional, social, and cultural backgrounds.

CommunityShare is an digital platform that invites community members like you to post information about the experiences, skills, and passions you could share with students. Potential partners follow screening and training protocols set by [district] to keep your kids safe. CommunityShare functions like a 'human library' and matches partners with teachers.

Do you have experience in a job or industry students might be curious about? Do you have an artistic or athletic talent you could share? Do you have historical or cultural knowledge about your neighborhood? Do you speak multiple languages? Have you served as an elected official or in the military? Have you traveled to places students might be learning about? Would the challenges you've navigated in life help a child do the same?

CommunityShare lets you support students in many different ways. For example, you might serve as a guest speaker, a mentor, or a project collaborator at your child's school–or even at a school your child will attend in the future. You might find your experience doesn't fit with what your child is learning this year, but that it's a perfect fit for students in a different grade level or subject. This is a great way to get to know different teachers and to learn more about our schools.

Even an hour of your time makes a huge difference. I hope you'll become a part of [district]'s human library by creating a CommunityShare profile. It's a super simple process - just click "sign up" and we'll walk you through sharing ways you might help. You can learn more here!

If you need any assistance, [Steward Name] is here to assist you! S/he can be reached at [email] or by phone at [phone number].

At [district], all our staff are committed to ensuring your child's time with us is meaningful and lays a foundation for a lifetime. Thank you for all you do, and I look forward to seeing you on campus soon!

Warmly,
[Name]

Announcing CommunityShare to District Staff via Blast from Administration

TO: All Staff

FROM: Administrator

Dear [Staff Name],

I'm pleased to announce that [district] is a part of the CommunityShare network. CommunityShare connects community members with our classrooms to provide more real-world learning opportunities for your child.

It's important to me, as I know it is for you, that our students feel engaged at school and build skills that allow them to succeed throughout their lives–in education, in careers, and in relationships. I believe, as I know you do, one of the best ways to make this happen is to give students real-world learning experiences with community members from diverse professional, social, and cultural backgrounds. I also recognize that finding community partners can be difficult from inside your classroom, so we are investing in local stewards to help build a network of community partners and professional mentoring opportunities to make community-engaged learning easier.

CommunityShare is an digital platform that invites community members to post information about the experiences, skills, and passions they can share with students. Educators like you can post project ideas, event needs, and ways you'd like to see community partners connect with your students.

How might your students be transformed if they could tap into the wealth of experience and wisdom living in their community? What kinds of real-world connections and learning would they discover? How might this shift their perception of their own potential and future?

CommunityShare connects you with members of your community who have the knowledge, skills, and experience to help our students thrive and reach their full potential.

I hope you'll become a part of [district]'s human library by creating a CommunityShare profile. It's a super simple process - just click "sign up" and we'll walk you through sharing ways you might help. These FAQs lay out some common questions.

If you need any assistance, [Steward Name] is here to assist you! S/he can be reached at [email] or by phone at [phone number].

At [district], all our staff are committed to ensuring your child's time with us is meaningful and lays a foundation for a lifetime. Thank you for all you do, and I look forward to seeing you on campus soon!

Warmly,
[Name]

Inviting Organizations to Join CommunityShare

TO: Potential Organizational Partner Representative

FROM: Steward

Greetings [Potential organizational partner representative],

My name is [Your name] - I work for [your org]. I found out about your organization/you through/from_____ (a person, newsletter, website). CommunityShare helps connect teachers with community partners to share knowledge and skills with students and create opportunities for students to engage in real-world learning in their community. The digital platform enables community partners to create a profile and then teachers can search for partners who match their needs. I think of the platform like a library of human books.

It looks like your organization has knowledge and expertise in_____ which would be an amazing resource to our students and teachers.

If so, all you would need to do is hop on CommunityShare.org and click "Sign Up." It takes about 10 minutes to create a profile and then a teacher will reach out if they are looking for your areas of skill and experience. You can give as little or as much time as you have. Most people offer between 4 and 8 hours each year. CommunityShare lets you support students in many different ways. For example, you might serve as a guest speaker, a mentor, a content advisor, a project collaborator, and more.

If you and/or members of your organization are interested, I would be glad to arrange a time to meet and walk through the CommunityShare platform and help with creating profiles.

Please reach out to me if you would like to learn more, or if you have questions about the CommunityShare initiative.

Warmly,
[Name & title]

Inviting Community Partner to Join CommunityShare

TO: Potential Community Partner

FROM: Steward

Hi [Potential partner]!

My name is [Your name] - I work for [your org]. We're a part of the CommunityShare network, helping connect educators with community partners to share knowledge and skills with students and create opportunities for students to engage in real-world learning in their community. We created an digital platform that enables community partners to create a profile and then teachers can search for partners who match their needs.

Many of the teachers we work with are really interested in doing [relevant topic/discipline] projects with their students, especially more [more detailed project or activity example(s)]. Would you be interested in creating an digital profile on our website, to potentially collaborate with teachers and their students? It's a super simple process - just click "sign up" and we'll walk you through sharing ways you might help. I can help you through the process if you're interested - I really think it would be a great value to our students.

Let me know if you'd like to connect to talk more about it, or if you need help creating a profile! Hope to hear from you soon.

Warmly,
[Name & title]

Inviting PTO/PTA Members to Join CommunityShare

TO: PTO/PTA List

FROM: Steward

Hi [Parent/Family Member]!

My name is [Your name] - I work for [your org]. We're a part of the CommunityShare network, connecting teachers with community members who have knowledge and skills to share with our students. We know families want their children to feel engaged at school and to build skills that allow them to succeed throughout their lives–in education, in careers, and in relationships. We believe one of the best ways to make this happen is to give students real-world learning experiences with community members from diverse professional, social, and cultural backgrounds.

CommunityShare is an digital platform that invites community members like you to post information about the experiences, skills, and passions you could bring to students. It functions like a 'human library' and matches your background with requests from teachers. Do you have experience in a job or industry students might be curious about? Do you have an artistic or athletic talent you could share? Do you have historical or cultural knowledge about your neighborhood? Do you speak multiple languages? Have you traveled to places students might want to visit one day?

CommunityShare lets you support students in many different ways. For example, you might serve as a guest speaker, a mentor, or a project collaborator at your child's school–or even at a school your child will attend in the future. You might find your experience doesn't fit with what your child is learning this year, but that it's a perfect fit for students in a different grade level or subject. This is a great way to get to know different teachers and schools and to learn more about our educational system. Here are more specifics.

Would you be interested in creating an digital profile on our CommunityShare digital platform to collaborate with teachers and students? It's a super simple process - just click "sign up" and we'll walk you through sharing ways you might help. I can help you with this process if you're interested!

Please reach out to me if you would like to learn more, or if you would like help creating a profile.

Warmly,
[Name & title]

Giving Teachers a Template to Invite Parents/Family Members to Engage

TO: Parent/Family Member

FROM: Teacher

Hi [Parent/Family Member]!

Did you know that [district] is a part of the CommunityShare network? CommunityShare helps connect community members with our classroom, helping create real-world learning opportunities for your child.

It's important to me, as I know it is for you, that your child feels engaged at school and builds skills that allow them to succeed throughout their lives–in education, in careers, and in relationships. I believe one of the best ways to make this happen is to give students real-world learning experiences with community members from diverse professional, social, and cultural backgrounds.

[If you have a current request open, keep this paragraph. If not, delete.] Right now, I'm looking for [summarize your request/need]. Maybe you can help, or maybe you know someone that can help. (Feel free to forward this email to them!)

CommunityShare is an digital platform that invites community members like you to post information about the experiences, skills, and passions you could share with students. Potential partners follow screening and training protocols set by the district to keep your kids safe. CommunityShare functions like a 'human library' and matches partners with teachers.

Do you have experience in a job or industry students might be curious about? Do you have an artistic or athletic talent you could share? Do you have historical or cultural knowledge about your neighborhood? Do you speak multiple languages? Have you served as an elected official or in the military? Have you traveled to places students might be learning about? Would the challenges you've navigated in life help a child do the same?

CommunityShare lets you support students in many different ways. For example, you might serve as a guest speaker, a mentor, or a project collaborator at your child's school–or even at a school your child will attend in the future. You might find your experience doesn't fit with what your child is learning this year, but that it's a perfect fit for students in a different grade level or subject. This is a great way to get to know different teachers and to learn more about our school.

Even an hour of your time makes a huge difference. I hope you'll become a part of [School Name]'s human library by creating a CommunityShare profile. It's a super simple process - just click "sign up" and we'll walk you through sharing ways you might help.

If you need any assistance, [Steward Name] is here to assist you! S/he can be reached at [email] or by phone at [phone number].

Warmly,
[Name]

Ambassador Orgs Sharing with their Network

TO: Other community organizations

FROM: Your org

Friends,

Did you know that [org] is an active member of CommunityShare? CommunityShare helps connect community members with learners, helping create real-world learning opportunities for young people in and out of the classroom.

[Why engagement matters to you] Like you, [org] is committed to [student engagement, civic connections, career development, building a network of people that care about our young people…] It's important to me, as I know it is for you, that every child feels engaged and builds skills that allow them to succeed throughout their lives–in education, in careers, and in relationships. We believe one of the best ways to make this happen is to give students real-world learning experiences with community members from diverse professional, social, and cultural backgrounds.

CommunityShare is a digital platform that invites community members like you to post information about the experiences, skills, and passions you could share with learners. CommunityShare functions like a 'human library' and matches partners with educators and their students.

What might you offer young people? How have you wanted to connect with educators? What resources and experiences can you share? Beyond your organizational mission, what life experiences do you and your colleagues have that might connect with young people?

CommunityShare lets you support learners and educators in many different ways. After creating a profile, you can browse all the current ideas. You'll also receive a regular digest with current projects that meet the parameters you specify. Ideas for collaboration and offers of programs you make will be shared with educators who meet your criteria.

I hope you'll join our community's human library by creating a CommunityShare profile. It's a super simple process - just click "sign up" and we'll walk you through sharing ways you might help. It takes about 10 minutes.

If you need any assistance, [Steward Name] is here to assist you! S/he can be reached at [email] or by phone at [phone number].

Warmly,
[Name]