**EMAIL TEMPLATE 1: GET READY**

TO: School Contact

FROM: County Farm Bureau Coordinator

SUBJECT LINE: Get Ready: One Week Until Your School Experiences Georgia Ag

**BE SURE TO EDIT THE CONTENTS IN ORANGE BEFORE SENDING. ATTACH THE CLASS SCHEDULE.**

Dear [School-Appointed Volunteer and Principal],

Just one week until the Georgia Ag Experience, mobile agriculture classroom, arrives to your school! Get ready for an educational journey that your students will be talking about for months to come. We wanted to share a few details so we all can be prepared.

**Trailer Delivery:** Unless otherwise specified, the unit will be delivered the day before your scheduled visit day. If you visit falls on a Monday, it will be delivered the Friday before. You will receive a call from our driver the morning of delivery. If you need to discuss before, please contact me!

**Parking Specifications:**

* Secure, Level, **Paved** Parking, away from roadways
* 45’L x 30’W space for trailer (Possible 65’L x 30’W for truck and trailer)
* Restroom located nearby for volunteers
* If inclement weather, classroom must be located nearby for outside activities
* If possible, parked in a location where parents will notice and get excited!

**Your Visit Dates:** We will be at your school for 3 full days. [Monday January 18th, Tuesday January 19th, Wednesday January 20th]

**Starting Block Time:** 9 AM on all three days

**Class Schedule:** Attached

**When we will arrive:** 1-2 hours in advance of the first block. We will set this time with our education coordinator the night before.

**When your classes will need to arrive:** 5 minutes before their assigned block time with their teacher present AT ALL TIMES.

**Lesson Plan Requirement:** A friendly reminder that If you haven’t already begun, we require all classes to participate in the pre visit lesson. Please require your teachers to follow the easy-to-use lesson plan (www.gfb.ag/GAElessonplans), developed by the University of Georgia’s Agricultural Education department.

*(Optional)* **Media Note:** As we have discussed before, on (INSERT DATE - ex. January 19th at 10 AM), a local media crew from [WSB TV] will be present to record the student’s experience. We will be taking photos and videos. We will require a Consent & Release form for all students. This form is required for any student going involved in the educational program but especially on a media day. Please make sure their teacher has them all collected by the day of their visit. We are so excited to bring agriculture directly to your school!

If you have any questions or concerns in advance of the visit, please do not hesitate to reach out. My contact information is included below!

[County Office Coordinator Name & Contact Info]

[Contact Information]