

EMAIL TEMPLATE FOR ARPA AND YOUR DISTRICT

Before sending, edit as needed:

- Who are you sending this to and what is your relationship?
- What is your PTA willing/able to commit to? Make sure this is clear before offering your own or other people's time.
- If you have a more specific goal - hosting a virtual event or serving on a committee, edit that in as well.
- Documents to attach can be found on michiganpta.org/covid-19-related-advocacy
- Make sure you follow-up, whether you get a response or not. This will be a long process, multiple check-ins will be necessary.

Dear Superintendent **name**,

I am emailing you today to ask about how **school district name** is planning on handling the communication piece of the American Rescue Plan Act, specifically receiving input from stakeholders in relevant, specified areas as outlined by the plan.

National PTA has created two informational pdfs for all PTAs that I am attaching to this document. One focuses on the act itself and what it means for districts. The other one has ideas for how we could engage with you and other district leaders regarding community input. Please let us know if you have questions and how **PT(S)A name** can work with you on implementing this piece.

Another part of this act is making sure information regarding reopening safety, funding and progress are posted publicly on district websites. Please let us know when and where this information will be posted so that we can share that information with our members.

We know that this will be a long process with many steps. We hope that **PT(S)A name** can work with you on getting input and information out to our community. We are excited about the opportunities this will bring **school district name**.

Sincerely,

Your Name

PT(S)A Name & Title (if relevant)