

Sample Memo to Staff

Dear Staff,

I am excited about the upcoming Mind Retreat to be presented by Youth Frontiers, Inc. and Spark & Stitch Institute™. Youth Frontiers (YF) is a nonprofit organization that has been delivering retreats to schools since 1987. They provide schools with experiences that inspire character, civility and community.

Spark & Stitch Institute is an organization committed to sparking greater understanding of why kids need courage and connection to thrive and how to foster it in the digital age. Spark & Stitch Institute was founded by Dr. David Walsh and Erin Walsh.

You can expect a day of engaged conversation, which will delve into why a positive community is critical for learning and will help us think about how we can create this for our students. Please come to the retreat wearing comfortable clothes so you can fully participate in the retreat activities/discussions.

The Mind Retreat is scheduled on _____ (date) and will be held at _____ (place). Please arrive no later than _____ (time). We will be finished at _____ (time.)

Visit youthfrontiers.org/mind-retreat for more information about the Mind Retreat.

Thanks in advance for your support and participation at this important event.

Sincerely,

School Principal or Staff Member