

Sample Memo to Staff

Dear Staff,

I am excited about the upcoming Purpose Retreat to be presented by Youth Frontiers, Inc. 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.

You can expect a day of engaged conversation, which will delve into why teaching is important and what our own purpose is in this vocation. You can expect a day of engaged conversation and live music, culminating in writing a unique purpose statement, which will ground us in our challenging but important work with young people.

Educators recently made these comments following their experience on the Purpose Retreat:

“To say the Purpose Retreat was a focused opportunity to reflect on ourselves, each other and why our job is more than just a job to us is an incredible understatement. Our staff has never felt so connected, driven and positive about a school year.”

“Our people are honored, energized and have their spark back!”

“We are so busy from day to day, so this retreat gave us a great opportunity to connect with each other.”

The Purpose 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/purpose-retreat for more information about the Purpose Retreat.

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

Sincerely,

School Principal or Staff Member