

# Sample Memo to Staff

Dear Staff,

I am excited about the upcoming Presence 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 spirited group mixers and inspiring discussions designed to allow for a chance for all school community to pause and reflect. Please come to the retreat wearing comfortable clothes so you can fully participate in the retreat activities/discussions.

Teachers recently made these comments following their YF Retreat experience:

*“Wonderful presentation, good pacing, excellent humor, engaging small- and large-group activities.”*

*“Thank you so much. You reinforced in us to value who we are and how we got here.”*

*“This was the best workshop I have ever attended. You made me feel energized and appreciated.”*

The Presence Retreat is scheduled for \_\_\_\_\_ (date) and will be held at \_\_\_\_\_ (place). Please arrive no later than \_\_\_\_\_ (time). We will be finished at \_\_\_\_\_ (time.)

Visit [youthfrontiers.org/presence-retreat](https://youthfrontiers.org/presence-retreat) for more information about the Presence Retreat.

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

Sincerely,

School Principal or Staff Member