Scheduling Without a Lesson *This email is sent to set up lesson schedules for the new year.*

Greetings SCHOOL NAME Teachers!

I’m excited to serve at SCHOOL NAME on behalf of the UC CalFresh Nutrition Education Program. I look forward to working with you and your students to provide excellent nutrition education during the 2016-2017 school year.

I plan to visit on **DATE**to deliver your welcome folders in the LOCATION at TIME. Please complete a 2016-2017 enrollment form if you are interested in staying with the program. I would also like to map out the permanent lesson schedules that will be used for the year. Lessons will take place in October/November. Please feel free to contact me should you have any questions or concerns. I look forward to seeing everyone soon!

Thank you,

EMPLOYEE NAME