



PARENTNET™

Sample Cover Letter (or email) to ParentNet Volunteers, to be Sent Prior to ParentNet Facilitator Training. If you are using email, you can attach the ParentNet Volunteer Handbook in PDF format to your email. (Available on our website)

Thank you for volunteering to be a leader in ParentNet. We are looking forward to your participation in ParentNet Facilitator Training, to be held (Day, Date, Time) at (Location).

The attached ParentNet Volunteer Handbook gives you an excellent overview of the program. Please take the time to read it **BEFORE** the training and **BRING IT WITH YOU ON THE DAY OF THE TRAINING**. Most of the contents of the Handbook will not be reviewed; rather the training program will be an opportunity for us to discuss and practice the facilitation skills needed to lead successful ParentNet meetings. A highly experiential program, ParentNet Facilitator Training will build on what you've read in the handbook [and on your past experiences as a participant or leader in ParentNet meetings.]

We also recommend you spend some time reviewing the ParentNet website as it contains a wealth of information about the program. The website address is <http://www.parentnetassociation.org>.

Please let me know if you have any questions or need additional information.

Sincerely,

Name(s) and signature(s)
ParentNet Chair(s)