

Email of introduction/requesting a meeting to discuss the project

Dear parent/caregiver name,

My name is [your name], and I'm the [job title] with [organization]. I'm reaching out because [xxx person] from [referring organization] recommended you as someone who would have good ideas about how we can better serve families with young children in our community.

A group of local agencies and programs have come together to discuss how we can work more closely with families, learn from parents and caregivers about what they need, and use that information to help programs better meet families where they are.

Nobody knows the needs of families with young children as well as those who are or have recently experienced the joys and challenges of raising a young family. We need to hear from parents and caregivers like you. As a family expert, you can provide a unique perspective, needed feedback, and creative ideas.

We are looking to identify [X number] of family leaders in our community who might be interested in being part of this effort over the next [how long]. Family leaders will receive a stipend to thank them for their time and cover any transportation or child care costs associated with participating.

I'd love to schedule a time to meet with you either in person or via zoom to share more about what we're working on and explore whether you think you'd be a good fit for this project. Can we set up a time to talk next week?

Thanks so much for considering. I hope to hear from you soon!

Sincerely,



MomsRising.org
MamásConPoder.org

Invitation email

On behalf of XXXXXX, we are inviting you to be a part of a new special project focused on looking at the current level of family engagement and leadership opportunities in our community and then together developing a plan to expand family-centered activities within programs and systems.

We need your support and your authentic experiences to be a part of this exciting new effort. You would be joining [X number] of other family leaders in our community in bringing the needed voices of families to these conversations.

This project will take place over 18 months, from XXXXX to XXXX.

As a family leader, you will:

- Receive a stipend of \$XXXX (Paid as a lump sum? In installments?)
- Gain valuable leadership skills
- Gain knowledge of how early childhood systems operate in our community
- Build connections with community partners
- Join a welcoming meeting environment where we value your input as the experts you are
- Have regular check ins with a mentor to support you
- Receive materials ahead of meetings to review at your own pace.

We ask that family leaders:

- Attend and actively participate in XXX meetings and check in sessions lasting XXX amount of time.
- Read the materials provided prior to the meetings
- Actively participate in discussions
- Commit to using your experiences to help build a better early childhood system for families
- Let us know ahead of time if something comes up and you are unable to attend a meeting

We hope you'll participate in each meeting and take part in as many activities as possible. A mentor will follow up with you on a regular basis to see how the program is working for you, any barriers you may be experiencing, and how we can best support your participation. We will meet you where you are at.

We hope you will choose to be a part of this effort. Together, we'll build a better experience for families with young children in our communities.

Please reply to this email by XXX date to let us know if you can join us. Thank you for considering!

Sincerely,