

*SAMPLE EMAIL TO BE SENT TO STUDENTS TO PROMOTE THE TRIP AND THE PARENT MEETING. YELLOW HIGHLIGHTED SECTION WOULD BE CUSTOMIZED TO YOUR TRIP.*

---

Hello,

I'm excited to announce I'm leading a trip to **Washington D.C.** next **spring**. This trip is going to be so much fun. Take a look at this short video that will show just how much fun we'll have on this trip. Then, go talk to your parents and let them know that we'll be having a virtual meeting about this incredible opportunity and to be on a look out for the invitation to the meeting.

[Click here](#) to watch the **Washington D.C.** video.



I can't wait to see you and your families at our virtual meeting on **Tuesday, April 6 at 6pm.**

<<PL NAME>>

<<PL SCHOOL>>

<<PL EMAIL ADDRESS>>