

Sample Memo to Staff

Dear Staff,

I am excited about the upcoming Kindness 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 so that our next generation of leaders is grounded in character.

On the day of our retreat, you are asked to fully participate in the retreat experience. Youth Frontiers recognizes how busy educators are and that you may want to complete work outside of the retreat room. However, I ask that you remain present for the duration of the retreat to not only assist with behavior corrections as needed, but also to experience the power of the retreat for yourself.

Your participation is important, both to understand and to be able to reinforce the messages of the day, and to help build on the momentum created from this experience.

Youth Frontiers asks teachers and staff to:

- **Select staff/chaperones to be present.** One staff per every 30 students and a minimum of two staff in the room at ALL times, including transition times.
- **Attend the teacher meeting(s)** with the YF Lead Program Facilitator.
- **Be present** with the students during the large-group activities and topic-based talks.
- **Participate** in activities as they feel comfortable.
- **Initiate** any behavior corrections and address disciplinary problems as needed. Please have a plan for students who demonstrate they are not ready for the retreat experience.
- **Help distribute** snack, lunch and retreat materials as needed.

The Youth Frontiers Kindness Retreat is scheduled on _____ for the _____ grade class, and will be located at _____.

Visit youthfrontiers.org/kindness-retreat for more information on Youth Frontiers and to watch a video about the Kindness Retreat. To view an outline of the retreat day, go to youthfrontiers.org/kindness-retreat-outline. For additional resources, visit youthfrontiers.org/kindness-retreat-materials.

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

Sincerely,

School Principal or Staff Member