Good Morning!

I hope that this email finds you well. I am excited to be working with you all on the upcoming presentation dates. Instructors, as promised, we will be providing gift cards and T-shirts to everyone that participates in the Zoom presentations; however, there are some things that we would need help to ensure that everything runs smoothly.

The first thing we asked is for instructors to help us with attendance. I will create a sign-in sheet via Google Docs and send it to instructors so that they can send it to students’ emails to sign up. Having the sign-in sheet will help give us an idea of how many people will be of attendance. We will be recording our Zoom meetings as well to help monitor students’ participation (if you would like to request the video for educational use, I will gladly email it to you). After the presentation, I will also send instructors a survey to pass along to students for completion (participants will have to complete the survey to receive a gift card).

Lastly, due to COVID-19 and the possibility of not being able to visit campuses, we concluded that the best way for all participants to receive their t-shirt and gift card would be via mail. Instructors, if you would create a list of the participant’s mailing addresses (School PO Boxes included) and send them directly to the emails listed below, we can have them shipped out as soon as possible.

If you have any questions, comments, or concerns, please feel free to email my supervisor or me so that we can help find a solution. Thank you and have a great day!

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