

Email Template #1: Recruit Working Group Members

Dear [NAME],

[Your organization] recently announced the launch of the Badges for Learning Working Group Process, an initiative to design ways that digital badges can enable young people to explore their interests, develop new skills, and connect their learning experiences to real world opportunities.

I would like to invite you to participate in this planning & visioning process by becoming a member of the **[NAME OF WORKING GROUP]**.

The working groups will meet monthly for **[duration]** to identify competencies and evidence related to learning pathways for our city. Each working group will be professionally staffed and led by a trained facilitator. As a member of a working group, you will be asked to contribute your expertise to this process.

Working groups will address the following core topics: (list your working groups).

Thank you for your consideration. I look forward to working with you!

[NAME]

[CONTACT INFO]