**Text for Follow-Up Memo to Counselors**

**Don’t forget to attach the “T-shirt Order Form” file from Dropbox!**

Dear (insert school name here) Faculty & Staff:

Thank you all for being such gracious hosts and allowing our high school students to visit your classes. A very special thanks to (insert counselor’s name here) for organizing the day and to (insert Principal’s name here) for (his/her) support!

I was able to visit several of the classrooms while the lessons were being taught and was so impressed with how engaged the elementary students were. This whole exercise is really about increasing career awareness and introducing the students to career cluster terminology.

Attached is an order form in case any of your faculty or staff would like to purchase one of our Career Education t-shirts.

Thanks again for letting us be a part of your day!