

Tool 10

Team Member Welcome Letter

Date:

Dear Team Members:

Welcome to the _____ on-site school review team. For those of you who have worked on a review team before, you will remember how exciting this work is, and I am pleased to have you return. For those of you for whom this is your first experience on a review team, I welcome you and promise that you will find this a challenging and rewarding experience.

This letter is designed to provide you with logistical and other pertinent information regarding the _____ on-site school review.

school name

Schedule

Activity	Date	Time	Location
Team planning			
On-site review			
Kick-off meeting with staff			
Oral exit report to staff			
Final report writing			
Strategic planning inservice			

School Contact Information

School name:	Principal:
Address:	Site coordinator:
	Site coordinator phone:
Phone:	Site coordinator email:

Team Leader Contact Information

Team leader name:	Cell phone:
Daytime phone:	Email:

Team Member Contact Information

Team Member 1 name:	Team Member 2 name:
Daytime phone:	Daytime phone:
Cell phone:	Cell phone:
Email:	Email:
Team Member 3 name:	Team Member 4 name:
Daytime phone:	Daytime phone:
Cell phone:	Cell phone:
Email:	Email:

Lodging Information

Hotel name:	Phone:
Address:	Hotel reservation contact:
	Check-in date:
Group reservation code:	Check-out date:

Note: Lodging will be reimbursed at government rates. Please submit your receipts to me on the last day of our visit.

Travel Information

Please plan to make your own travel arrangements. Travel expenses will be reimbursed at government rates. Please submit your receipts to me on the last day of our visit.

Meal Information

Breakfast and dinner arrangements will be planned as a group at our team training. The school site coordinator will arrange for lunches while on-site. Meals will be reimbursed at government rates.

Contract Information

Daily rate of pay:	Total contract amount:
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Additional instructions:

I hope this covers the details as we begin our work together on this project. Please don't hesitate to contact me if you have any questions. I look forward to seeing you at our team planning meeting at _____

_____ day, date _____ time

Take care,

Team Leader

CC: _____, _____
principal site coordinator