

## **SECTION 4: Pre-Meeting E-Mailing/Mailing Information**

This information should be mailed **at least 2 weeks prior** to your first meeting.

The team e-mailing/ mailing includes 4 items:

- Wheatie welcome letter
- Parent letter with Permission Slip
- Meeting / Weekend Schedule
  - These 3 documents are listed online as Letters to Team\_Parent – Editable
  - Save these to your computer and add your specific information
- Wheat Ideas

Add all 4 documents to the email you send to your team members.

The Safe Environment Coordinator will separately contact those who need forms.