**Letter to Staffulty:**

To the [School Name] Faculty & Staff,

I’m excited to share some exciting news with you in regards to the 2021 yearbook. Guess what? ***You’re officially on the yearbook staff!*** Yes, you read that right! This year, more than ever, I ask that you join the yearbook committee in helping to create the book. If ever you received your copy of the yearbook in the past and thought, “If I had a say I would change XYZ,” this is your opportunity. When we look back in history, this will be the yearbook our students will want to pick up and show their children. For it to be successful, we need your help.

**What are some ways you could help us achieve this task? Consider:**

·  Emailing me your plans on how you will advise your club/organization or put me in touch with your club leadership.

·  Letting us know if you have any special lessons planned that we can feature. Dressing up like Romeo and Juliet to perform a play via Zoom? I need to hear about it! Creating a team building experience involving a phone app? Tell me!

·  If you are an athletic coach, communicating your plan for this year (practice dates, rosters, etc.). If there are any parents who you rely on for pictures, please share their contact info with me.

·  Taking screenshots/photos of ANYTHING that happens in your classroom (whether virtually or in-person) no matter how mundane you think it might be!

·  Noting any students who are doing something awesome. Did you hear that Suzie is getting her pilot’s license? Or Johnny was accepted to a really cool program for Latin? Email me when you hear about it.

This is our chance, collectively as a school and community, to create a book that accurately captures this historical year.

This yearbook doesn’t just belong to us, it belongs to the school. Thank you in advance for being a part of it.

Sincerely,

Adviser Name