



Parent/Guardian Email Templates

for Curbside Meals

Sending reminder emails to parents/guardians is a best practice to increase participation. Include student verification instructions to make the pickup process easy for parents/guardians and staff.

These email templates can be customized and inserted into a district communications system or a mail merge to generate numerous emails. Use the templates as is or as a starting point to write your own.

Email Template 1

Recommended send time: one month before program start

Subject Line: Hey <<LAST NAME>> family, you're eligible for curbside meals

Hello <<LAST NAME>> Family!

At [INSERT DISTRICT NAME], we are proud to provide healthy meals for all our students, including our students enrolled in online classes. Curbside meals are available for pickup for all virtual learners [INSERT PICKUP DAYS AND TIMES OR LINK TO CALENDAR OF PICKUP TIMES]. These meals are provided FREE OF CHARGE through the end of the 2020-2021 school year and are available for ANY [INSERT DISTRICT NAME] virtual learner.

Below is the student information you'll need when you pick up meals at any of our locations:

<<FIRST NAME>> <<LAST NAME>>
<<STUDENT ID>>
<<GRADE>>

Learn more at [INSERT LINK TO WEBSITE OR FLYER]



Thank you,
[INSERT NAME OF DISTRICT NUTRITON PROGRAM]

Email Template 2

Recommended send time: one week before program start

Subject Line: Don't forget to pick up your curbside meals

Hello <<LAST NAME>> Family!

[INSERT DISTRICT NAME] curbside meal pickup occurs [INSERT DAYS AND TIMES]. Meals are FREE OF CHARGE for the remainder of the 2020-2021 school year for any student enrolled in online classes in the district.

Pick up meals for your student(s) at any of our convenient locations and show this information when you arrive:

<<FIRST NAME>> <<LAST NAME>>
<<STUDENT ID>>
<<GRADE>>

For more information, please visit [INSERT LINK TO WEBSITE OR FLYER]

Thank you,
[INSERT NAME OF DISTRICT NUTRITON PROGRAM]