

TELEPHONE INVITATION TALKING POINTS FOR PRINCIPAL FOR A DAY

You may use some of the wording below in the initial phone invitation. Then follow up with a letter and information about your school.

- Introduce yourself.

I would like to invite you to come to our school and participate in a program we are calling “Principal for a Day.”

The purpose of this program is to help community leaders understand how schools really operate.

You would be expected to volunteer for one day—or a half a day—to shadow me, the principal. You can participate in the school as you see fit; there’s no pressure to actually be a substitute principal.

- Describe your school and a typical day, if needed.

We have a great deal of flexibility with the timing. That is why I am calling months/weeks before we hope to hold the Principal for a Day program.

The program has been successful in many cities and school districts throughout the country.

Well in advance you will receive information about our school and some activities that you may wish to participate in once you volunteer for Principal for a Day.

I’ll be sending a letter soon. If you need more information or have any questions, please call me at: **[your direct dial line/voice mail or name of your assistant and phone number]**.