Hi *teacher name*,

Greetings! I hope all is well with you!

As promised, attached is an email template to be sent to the **PARENTS** of the *(x-y)* girls who you may have already identified as solid candidates for our Tech Trek program. The parents will need the information and instructions so they may complete the permission forms and authorize their child to access the application.

In the email template is a link to CampDoc, our online registration system, along with a link to some step-by-step instructions. You may want to review the instructions in case parents ask for clarification. I have also included the letter in Spanish in case you need it.

Once the parent creates an account using the link in the email and enters the unique details that are relevant to our branch and your school that I have included in the email, we should be able to find them in the system and follow up with them and you. I will notify you when they have begun the process, assuming they have entered the Nomination Details provided.

You can choose one of these two options to notify parents:

1. Copy and paste the content from the attachment into an email to the parents and cc me.
2. Send me the parents’ names and emails and I will send them the email and cc you.

Note that I DID NOT insert the name and contact details in the Nominating teacher’s field, so you will need to insert that in addition to the parents’ name(s) before sending *(edit this if branch did insert details)*.

Applications are due at the end of the month *(use branch-specific date if needed)*. Applicant interviews will be scheduled for March before semester break at the end of the month *(add branch specifics here about next steps*).

Please let me know if you have any questions.

*Branch Coordinator for School Name*

*Branch Coordinator for School Email and/or Cellphone #*

*Branch*