

Site Email Guide

Successful Futures FY2027

Send the confirmation email after the site agrees to participate. Replace every bracketed field with the agreed details. If the agreement was entirely verbal, replace “Thank you for your email” with “Thank you for speaking with me.”

Confirmation email

Subject: Successful Futures at [site name]

Dear [contact name],

Thank you for our conversation on [Date]. We are so glad that [site name] has agreed to participate in [Botvin LifeSkills / Nutrition / Physical Activity / all of the above] through Successful Futures. We look forward to partnering with you to support your students.

As agreed, we will be at [location] on [day(s) of the week], from [start time] to [end time], for [number of minutes] per session. Delivery will begin on [start date] and continue through [end date], for a total of [number of sessions] sessions.

Participating students: [Grades or group and estimated number of students]

Curriculum and level: [Agreed curriculum/version and level, if applicable]

Our agency will provide: [Facilitator, materials, and other agreed support]

The site will provide: [Room, staff support, and other agreed arrangements]

We look forward to partnering with you!

[Coordinator name]

[Title and agency]

[Email and phone]

Follow Up Responses

Keep the email and the site's reply with the implementation plan. Use the responses below as needed, replacing every bracketed field before sending.

When the site confirms

Thank you for confirming. We have reserved [day(s)] from [start time] to [end time], beginning [date], for [program component(s)] at [site name]. Our next step is [action], which [name] will complete by [date]. We look forward to working with your students.

When the site requests a change

Thank you for the update. We have revised [specific detail] to [new arrangement]. [Describe any effect on the schedule or number of sessions.] Please reply to confirm the revised arrangements so we can update the site plan.

When a session needs to be rescheduled

Thank you for letting us know. To maintain the planned instruction, we propose replacing the session scheduled for [original date/time] with [replacement date/time]. The session will remain [minutes] minutes. Please confirm whether this works for your site.

When written confirmation is pending

I am following up on the Successful Futures confirmation email sent on [date]. Please reply to confirm the program and schedule or share any corrections. We look forward to finalizing arrangements for your students.

Keeping the record current

Save the email exchange and update the site plan with the agreed components and delivery dates. The annual plan covers July 1, 2026, through June 30, 2027. Keep unresolved details marked as pending, with a person responsible and a follow-up date.

Confirm schedule changes in writing and arrange replacement sessions when needed. Complete any separate approval or agreement required by the agency or site.

Direct assistance

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