

Appendix B - Confirmation Email

Confirmation Email (in response to RSVP):

Dear [ATTENDEE],

Thank you for your interest in learning more about the Early Care and Education Social and Emotional Learning Breakthrough Series Collaborative (BSC). This email is to confirm your attendance at the [INFORMATIONAL CONFERENCE CALL/FACE TO FACE SESSION] on [DATE]. We are looking forward to meeting you to share information and discuss this exciting project.

As a reminder, the information sessions will cover the following information:

- ♦ About this BSC: Part of the CCL Project
- ♦ What Is a BSC? (Background and Goals – generally)
- ♦ BSC Mission and Scope / Collaborative Change Framework
- ♦ Discussion around BSC expectations and benefits of participation
- ♦ Timeline and key dates for the CCL Project
- ♦ Question & Answer Discussion

The information session will be held from [TIME] at/on [LOCATION/CONFERENCE LINE INFORMATION]. If you have any questions, don't hesitate to call me at [PHONE NUMBER] or email me at [EMAIL].

Best,

[NAME]

The described collection of information is voluntary and your responses will be kept private. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this information collection is 0970-0356 and the expiration date is 03/31/2018.