

You will find email templates that you can leverage and/or modify to invite, send reminders and/or thank your judges.

JUDGES INVITATION DRAFTS

In-Person Event

Hi XXX,

I am an educator for XXX school, XXX grade level and I partner with an organization called Youth Entrepreneurs to provide experiential, student-centered activities for my XXX class. On XXX (date), my students are going to pitch their business ideas and I would like to invite you to be a guest judge.

When I saw the excitement in my students' eyes about this opportunity, you came to mind, though I want to be conscious of your busy schedule. Serving as a judge would be a small investment of approximately XXX hours which includes hearing my XXX (#) students pitch their 3-5 minute business models and an additional 2-3 minutes for questions. You will be provided with all of the needed materials like a scoring guide, scorecard and the student's names and business model concepts.

If you're interested, please let me know by XXX (date). I am really excited for the opportunity to partner with you. My students will greatly appreciate your expertise and insight.

Best,
XXX

Virtual Event

Hi XXX,

I am an educator for XXX school, XXX grade level and I partner with an organization called Youth Entrepreneurs to provide experiential, project-based activities for my XXX class. All [quarter/semester/year] long my students have been crafting a business plan and pitching it is my class' capstone project that frequently represents dreams and ideas coming to reality for them. On XXX (date), my students are going to pitch their business ideas virtually and I would like to invite you to be a guest judge.

When I saw the excitement in my students' eyes about this opportunity, you came to mind, though I want to be conscious of your busy schedule. Serving as a judge would be a small time investment of approximately XXX hours which includes hearing my XXX (#) students pitch their 3-5 minute business

Virtual Event (continued)

plans and an additional 2-3 minutes for questions. You will be provided with all of the needed materials like a scoring guide, scorecard and the student's names and business plan concepts.

If you're interested, please let me know by XXX (date). I am really excited for the opportunity to partner with you. My students will greatly appreciate your expertise.

*Best,
XXX*

JUDGES REMINDER DRAFTS

In-Person Event

Hi XXX,

As you know, our classroom business plan competition is coming up on XXX (date) at XXX(time). The students are nervous and excited to share their ideas with great leaders like yourself. I wanted to take a few moments to share with you what that day might look like -

- *When you arrive at the school, you can park XXX (describe where to park).*
- *Please enter XXX door (describe where that door is) and get a visitor badge from the front office. They will call my room for you and I will send a student to walk you to our class. (alter as needed)*
- *Please plan on being at the school for XXX hours. My class period is from XXX - XXX.*

If you have any questions or concerns between now and the competition, please do not hesitate to contact me via e-mail or phone.

*Best,
XXX*

Virtual Event

Hi XXX,

As you know, our virtual classroom business plan competition is coming up on XXX (date) at XXX(time). The students are nervous and excited to share their ideas with great leaders like yourself. I wanted to take a few moments to share with you what that day might look like -

- *Please plan on attending our virtual class using this link. (Include password if one is needed) at XXX time.*
- *Please have your scoring guide, scorecard, YE Foundational Values sheet ready for judging. If it is easier for you to type, please feel free to capture your thoughts in whatever manner best works for you.*
- *Please have your camera on and microphones/speakers in working order.*
- *Each pitch will last approximately 3-5 minutes with 2-3 additional minutes needed for questions.*
- *Please plan on attending our virtual class for XXX(#) of hours. My class period is from XXX - XXX.*

Virtual Event (continued)

If you have any questions or concerns between now and the competition, please do not hesitate to contact me via e-mail or phone.

Best,
XXX

JUDGES THANK YOU DRAFTS

In-Person Event

Hi XXX,

Thank you so much for visiting my class yesterday! The students and I greatly appreciated your time and sincere feedback for their presentations. (Insert thoughtful message about how their presence made this teaching experience more impactful or transformational for the students. Include a picture if any were taken).

Best,
XXX

Virtual Event

Hi XXX,

Thank you so much for judging during my virtual class yesterday! The students and I greatly appreciated your time and sincere feedback for their presentations. (Insert thoughtful message about how their presence made this teaching experience more impactful or transformational for the students. Include a picture if any were taken).

Best,
XXX

Another thank you option that is recommended is to ask students to hand write thank you notes and mail in one package to judges.

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