Thank You Email for Staff

Thank you so much for your participation in name of school’s College Application Day Event! Your hard work and dedication made it possible for # seniors to complete # college applications. We are very proud of the work that you do every day to put students first! If you have not had a chance to fill out the staff survey, please do so by due date and link. The school team will meet on day at XX time in room XX to review the survey information, so we can make changes and improvements to next year’s event. If you are interested in participating in the debrief session, please let me know so that I can send you the student, volunteer, and staff survey results ahead of the meeting. If you are interested in being on the school’s College Application Day Event planning team next year, please let me know.

Thank you,

(GEAR UP Coach or Principal’s Name) (GEAR UP Coach’s or Principal’s Title)