



# Connecting with Local Schools

Here are some tips for contacting a school and getting your field trip started.

1. Identify the public and private schools containing grades 5 and up closest to your golf course. Look on their websites for the names and contact information of the school principal and science program coordinator or teachers.\*
2. Send an email to the principal and teacher introducing yourself and your golf course. A sample message is provided below.
3. Follow up the email with a phone call. Very often you'll get voice mail so leave a message similar to your email message.
4. If you don't get a response within a week, repeat the process of sending an email and calling. This time you may get through to one or both of them.
5. Persist as teachers are busy—they get a lot of emails every day.
6. Be sure to encourage them to look at the First Green website ([www.thefirstgreen.org](http://www.thefirstgreen.org)), especially the videos. It is a good way to start the conversation with them.
7. Remember that schools must schedule field trips well in advance of the date in order to get all arrangements made.
8. Once you get connected to the school and host a field trip, you won't have any problems with future trips. Getting the conversation started is the hardest part.

\* If you have a club member with a connection to a school, or if the school's golf team practices at your course, ask the club member or golf coach for an introduction.



# Message

Dear \_\_\_\_\_,

My name is \_\_\_\_\_ and I am the golf course superintendent at \_\_\_\_\_ which is located near \_\_\_\_\_ (name of school). I am sending this email to introduce myself and tell you about First Green, a program that enables you to bring your students to the golf course for science learning labs. The website is [www.thefirstgreen.org](http://www.thefirstgreen.org). Please take a few moments to view the videos on the home page of the website and see also the lesson plans and other resources that are available to you without any costs. I would very much like to talk more with you about hosting you and your students at \_\_\_\_\_ (name of golf course). I will call you in a few days to answer any questions you may have and learn about what you would like your students to experience on a field trip.

Thank you in advance for looking at the First Green website. My own club's website is \_\_\_\_\_. I look forward to talking with you and having you visit my golf club.

Sincerely,

\_\_\_\_\_

