



## HELPING OUR MEMBERS SUCCEED

MNAFEE's mission is to promote, advocate for, and strengthen parent education, Early Childhood Family Education (ECFE), and early childhood programming in public schools.

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## COORDINATOR/ADMINISTRATOR TEMPLATE

*Copy and paste letter into your email and replace items in [brackets] with appropriate names/city.*

Dear Representative [Name],

Hello, My name is [Name], and I am a resident of [City]. Thank you for serving and representing our community.

I am also an administrator of **Early Childhood programs** for the [School District]. I wanted to thank you for **supporting our littlest learners** and their parents during these unprecedented times.

Through this current COVID pandemic, our **Early Childhood Family Education (ECFE)** program has supported families in ways we have never been called to do. We are currently experiencing significant shortages in staffing like many others and have stretched our resources as thin as possible. The support that ECFE offers families is essential and more relevant than ever before.

As a constituent and school administrator, I am deeply invested in creating effective and efficient support for ECFE. **I respectfully request your support in the allocation of funding to restore full-time staff at MDE dedicated to the coordination of ECFE.**

Let me know when you have some time to talk further. Thank you in advance for supporting young families.

Sincerely,