***Weekly Staff Memo Format and Process***

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| Commander’s Intent | AF principals send weekly memos to their staff. Your weekly staff memos should connect your school community, highlight your priorities, and ensure that staff members are aware of key action steps and information. There should be clarity on owners and deadlines for compiling, reviewing, and sending the memo each week. |
| Criteria for Success  | Format:* Begin with an introduction / letter written by principal (don’t always need to include)
* Recurring items you might include:
	+ School priorities
	+ Data “snapshots” (can include attendance, merit/demerit ratio, posi-calls, etc.)
	+ Calendar for two weeks
* Entries might fall under these categories:
	+ Action Required
	+ Must Read
	+ FYI
* Just For Fun / Team & Family:
	+ Birthdays
	+ Shout Outs

Process:* Identify owner (EA, Opster) who will collect entries and compile the memo each week
* Owner creates a template for entry submitters to use
* Owner sends memo to principal or DSO to review, then to principal to add intro and send out
* Recommended best practices:
	+ Send memo out consistently on the same day / same time (most currently do Fridays)
	+ Design your memo so that action items can be easily transferred to staff to-do lists (Outlook, Weekly Sheet)
	+ **Add memos to ManyMinds**
	+ If interested in jazzing up your memos, MailChimp is an easy to use email program
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**Degree of Change from SY 2016-17:** None

**Core Practice Documents**

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| Exemplar Intros | See memo introductions from several principals |
| Exemplar Format | See memos from AF Brownsville MS for sample formats |
| Exemplar KM | See [AF Aspire ES](https://manyminds.achievementfirst.org/sites/AspireElementary/aspirepress/default.aspx) and [SL memo](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamSuper/School%20Leader%20Memo/Forms/AllItems.aspx?RootFolder=%2Fsites%2FNetworkSupport%2FTeamSuper%2FSchool%20Leader%20Memo%2FSchool%20Leader%20Memo%20Archives&FolderCTID=0x0120009C89DFE6D2D3DF46BF7B889177B153AE&View=%7B5329BAA3-299B-450B-9A0B-97274ED48DB5%7D) for ways to archive your memos  |
| [MailChimp](http://mailchimp.com/b/?utm_expid=68055709-37.mcqmwYpNS-qCBhoizOPPKg.1&utm_referrer=https%3A%2F%2Fwww.google.com%2F) | Program you can use to design and send out memos  |
| Sample timeline | See a sample timeline w/ owners and deadlines for sending out a weekly memo |

**Strength of Recommendation:** *Consistent Practice*

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| Action schools take: | * Evaluate your current memo format and process
* Create template and repeatedly do timeline for next year’s memo
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