



## Sample Teacher and Staff Announcement

### Overview

Utilize the following letter and/or email templates – with the FAQ accompanying them – to announce the campaign to teachers, staff, and other internal audiences. Customize the message as you see fit for your school. Ideally, the internal announcement is released from a principal or other administrator to demonstrate serious support for the initiative. Discuss your school’s participation in the campaign during a future staff meeting.

### Letter

Dear Teachers and Staff,

I am excited to announce that our school has joined a new campaign called *Step Up. Step In.* Led by the Georgia Department of Public Health and the Georgia Network to End Sexual Assault (GNESA), *Step Up. Step In.* is a collaborative movement that engages schools and communities to identify and stop sexual bullying from occurring between youth.

Sexual bullying includes a broad category of behavior, like unwanted touching and groping, sexting, spreading sexually charged rumors, picking on someone for his or her perceived sexual orientation, and more.

*Step Up. Step In.* is providing our school with a variety of prepared resources to help implement the campaign. We also have the flexibility to activate *Step Up. Step In.* however will best motivate our students and the community we serve.

We will introduce more information about *Step Up. Step In.* to you in the coming weeks, including the appointment of a Campaign Ambassador who will lead this initiative on our campus. In the meantime, please contact me for more information. You can also learn more about the campaign by reviewing the enclosed FAQ or by visiting [GASUSI.org](http://GASUSI.org)

Sincerely,

<Insert Name>

<Insert Title>

# Email

Copy and paste this content into the body of an email. **Reminder!** Attach the FAQ that is available for download at [GASUSI.org](https://www.gasusi.org).

Subject Line: We Have Become a Step Up. Step In. School!

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<Insert Name>

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