



District Coordinator Checklist

☐ **Secure district approval.**

This should be done as soon as possible! Inspire Our Schools events can only be held in districts that have given their consent. We've provided an [email template below](#) that can be customized for your district and sent to the Superintendent. However, we highly recommend following-up with a call if you don't receive a response within a few days.

☐ **Send us a copy of the Superintendent's consent.**

Ask the Superintendent to email you a written consent to hold the event in your district. We keep these consent documents on file.

☐ **Search for Prayer Readers.**

Our goal is that every school in your district will have at least one Prayer Reader – we want the entire district to be covered in prayer! Ask friends & neighbors, post on your social media, invite your church youth group to lead, and ask your Prayer Readers to help you find more readers! Let them know serving as a Prayer Reader is easy - if they can read in front of a crowd, they can be a Prayer Reader.

However, make it clear to your Prayer Readers that they need to be available the evening of the event – IOS takes place on one night, at the same time, at all of the schools simultaneously – so if we're promoting that a school will be covered, someone needs to be there the night of the event.

☐ **Keep us updated!**

As soon as you secure a new Prayer Reader, please be sure to [complete this form](#). Don't wait too long to enter the Prayer Reader's information - this is the only way we know that a school is covered, and this is also the only way we can start communicating with your Prayer Readers. Once you submit the form, we'll update the "Participating Schools" section of the website within 24 hours!

☐ **Ask your church to promote the event.**

Be sure to ask early so your church has time to research us & get on board! We have a [variety of resources](#) they can use & it's a great way to generate more district involvement, line up more Prayer Readers & encourage attendees.

**Thank you for serving, but know that you're not going it alone!
If you need anything, please contact us!**

contactus@inspireourschools.org

Email Template for Securing District Approval

Dear [Superintendent or District Office],

I am reaching out to you to secure your consent to hold an Inspire Our Schools event this year in the [insert district name] district. The event would take place on Sunday, August XX, 20XX at 6:30PM.

Inspire Our Schools is a non-denominational Christian gathering of the community to offer prayers of blessing & dedication over our schools. We believe we're all on the same team, we're better together, and our schools — students, parents, teachers, faculty, staff, and administration — are in vital need of prayer. The entire community is welcome & encouraged to attend!

Upon your approval, I will secure a point-person for each of the schools in the [insert district name] district. These people will lead a group that shows up at each school and read over a list of prayers outside the front door (we will not enter the schools at any point). The entire event typically takes around 30 minutes.

We plan to promote the event via word-of-mouth and social media.

You can learn more about this event at www.InspireOurSchools.org. Also know that the organizers of this event will have the following disclosure on all of their materials: *While the participating districts have given their consent for this event, it is not a district event, nor is it in any way endorsed or sponsored by the districts involved.*

Any questions or concerns, please let me know. Otherwise, please provide your consent to hold this event.

Thank you,

[Your name]

[Your contact information]