



SAMPLE TEACHER MEMO

DATE:

TO: Mr./Mrs./Ms. _____ of _____ Elementary School

FR: Show-Me Body Walk Planning Committee

RE: Show-Me Body Walk (Date, Day, Month, Year)

Tomorrow (date) you and your students will be a part of the Body Walk experience. As a preparation for the experience, we would like to review some information with you.

Show-Me Body Walk is an exhibit designed for children, grades K-4. It will take approximately 50 minutes for each group of students to go through the Body Walk exhibit. A schedule for the day is attached. Please check the times for your class. To help things run smoothly, we ask that you come to the exhibit five minutes before your first scheduled time.

Nearly 50,000 students participate in the Body Walk program each year. We appreciate your help in keeping the Body Walk exhibit clean and looking good. Here are two ways:

- Students, teachers and presenters please wear socks inside the exhibit. Shoes can be left in the classroom or removed outside the exhibit.
- Students can touch the props when invited by the presenter. Please ask your students not to hit or push the exhibit covers or panels.

Thank you.