**EVENT ANNOUNCEMENT EMAIL- STAFF AND STUDENTS**

**PLEASE USE HEADER IMAGE BELOW**



Good [MORNING or AFTERNOON or EVENING] staff,

To help our school become one step closer to our PepsiCo Recycle Rally goals, while also helping the environment, we’ll be hosting a Recycling Collection drive!

We encourage you to spread the word to family and friends, and bring aluminum cans and plastic bottles\* to donate to the drive.

[INSERT EVENT DETAILS]

Go [INSERT SCHOOL MASCOT]!

[INSERT SIGNATURE for EMAIL SENDER]

\*Plastic #1 (PETE) & #2 (HDPE) beverage bottles