Dear **[INSERT COMPANY NAME]**Staff,

Welcome to the Energy People Power Challenge! Over the next **[enter number]** weeks**, [enter organization name]** will be working together to learn about energy management and climate change.   There are many fun events and activities that you can complete to earn points and drive positive environmental action at home, at work, and in your community. **[If your organization will be providing prizes for participation, insert that information here].**

 **Here is what you can do to get involved:**

1. **Keep an eye out for the newsletters**

This newsletter will be the main source of information for all things related to the campaign. It will arrive in your inbox **[insert frequency]** and will contain pictures from participants, details about upcoming events and webinars, information about the United Nations Sustainable Development Goals (UN SDGs), and interesting resources!

1. **Complete different activities for points**

View the **list of activities** you can complete to receive points! This includes activities you can do both at home or at work, and all relate back to the theme of energy conservation and climate change.  Be sure you snap pictures and send them to **[insert champion name and email]** to earn points!  Each activity is worth 50 points and can be submitted multiple times.

1. **Attend the Webinar Watch Party!**

We’ll be coming together on **[insert date and time]**to watch *Energy Leaders Training,* a webinar by Partners in Project Green that shares tips on how individuals can reduce their energy bill at home such as how to avoid peak timing, using smart appliances, house updates, as well as how to be energy efficient in the office.

Register for the watch party here**[insert link to registration page]**

1. **Register for the People Power Challenge Event: How to Talk About Climate Change**

This event is taking place on **[insert date of event]**and will be delivered by the Ryerson Leadership Lab. For more details and to register, visit the event page **(insert link to registration page)**.

If you have any questions, contact **[INSERT NAME AND CONTACT EMAIL OF COMPANY REP/CHAMPION].**

 Thanks,

[INSERT NAME AND CONTACT EMAIL OF COMPANY REP]