

**SAMPLE MEMO TO CASUAL STAFF, VOLUNTEERS, AND VISITORS**

To: All Itinerant Staff, Volunteers and Visitors

From: \_\_\_\_\_, Principal  
(School Name)

Date:

Re: Environmental Sensitivities

Please be advised that there is a member of our school community who has a serious or **life threatening allergy** to scents and fragrances.

In order to provide a safe environment, we are asking for cooperation from staff, students and visitors to avoid the use of fragrances or scented products while at the school.

Thank you for your cooperation.