

Sample Volunteer Recruitment Letter

School Logo/school letterhead

School Address

Date

Dear **Name of Person/Organization**,

School name is hosting a College Application **Day/Week/Month** on **(date)**. The goal of this College Application Event is to provide every high school senior the opportunity to apply to college, with particular focus on helping students whose parents have not attended college and from low-income households, who may not otherwise apply to college.

This fall, high schools across Arizona and in all 50 states are hosting these events to assist students with the application process.

A critical component of College Application Events is the one-on-one support provided by volunteers who help students complete college applications. Volunteers can be high school staff, registrars and admissions officers from nearby colleges and universities and other representatives from the community.

School name is hosting its event on **date(s)** from **time range** and would welcome volunteers from your organization to work with its seniors at this important and exciting time. Volunteers may:

- greet and sign-in students;
- guide students through the application process;
- congratulate students on successful completion of their applications; and
- distribute follow-up information.

We also need at least one photographer for the event and are looking for donations so we can hold a prize drawing at the end of the day.

Our students will benefit from your help and support as they take this big step toward going to college.

Please contact me at **email/phone number** no later than **sign up due date** if members of your staff are able to volunteer at **school name's** College Application event.

Thank you!

Sincerely,

Site Coordinator's Name

Site Coordinator's Title

Site Coordinator Contact Info