## Volunteer Recruitment Letter / Email

#### [Letterhead if mailing]

Date

Dear Name of Organization or Person,

Name of High School is pleased to announce it will host a Senior Signing Day on Date, from Time to Time. As we celebrate our seniors pursuing higher education, the event also helps us create a college-going culture at our school by generating excitement around going to college. Senior Signing Day is often associated with students signing athletic scholarships, but we want to celebrate all our seniors who pursue college and other higher education opportunities.

We will host our event on Date and Time and would welcome your help with this important celebration. Volunteers can [greet and sign in students, hand out prizes, set up, clean up, manage the food and beverage table, or…customize this sentence to fit school’s needs]. Our students would really appreciate your help and support as they announce their college plans.

If you are interested in volunteering in any capacity or know anyone who might also want to help, please contact me at Contact Info at Name of High School.

Thank you,

Name

Title

Name High School

(xxx) xxx-xxxx