# Sample Volunteer Recruitment Letter

This letter should be distributed to any volunteer prospects and/or groups. Feel free to add more event details to generate interest!

### School Logo and/or Address Date

Dear **[NAME OF ORGANIZATION]**,

**[NAME OF YOUR HIGH SCHOOL/ORGANIZATION]** is pleased to announce its participation in Idaho’s College Application Week. In an effort to further expand college access initiatives College Application Week will be held at high schools throughout the state in October. The goal of College Application Week is to provide every graduating high school senior the

opportunity to apply to college with a particular focus on helping first-generation low-income students, and students who may not otherwise apply to college.

College Application Week can open the door for students by encouraging them to take a significant step toward college in their senior year. What began in 2005 as a single day at one high school in North Carolina has evolved into a series of nationwide campaigns to help students. This year, Idaho is hosting a second year of pilot schools hosting events. Over 80 schools throughout Idaho will participate. A critical component of College Application Week is the one-on-one support provided by volunteers who help students fill out applications at school. Volunteers may include high school staff, registrars, and

admissions officers from nearby postsecondary institutions, and representatives from the community.

We will be hosting our event on **[DATE(S) AND TIME]** and would welcome representatives from **[NAME OF ORGANIZATION]** to visit our school during this exciting and important time. Volunteers can greet and sign-in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities. Our students would really appreciate your help and support as they take a big step toward going to college.

If you, or any of your colleagues at **[NAME OF ORGANIZATION]**, are interested in working with **[NAME OF YOUR HIGH SCHOOL/CBO]** in any capacity, please contact me no later than **[DEADLINE]**.

Thank you!

### [SITE COORDINATOR’S NAME] [SITE COORDINATOR’S TITLE]

**[SITE COORDINATOR CONTACT INFO]**