

Volunteer 101: Recruit Them

Where can I find volunteers?

Potential volunteers are all around you, if you know where to look. Here are just a few examples of groups and organizations to contact for volunteers:

- School alumni
- Students' families, PTA, School Improvement Council
- Retired educators
- Senior centers, or church groups
- Community college and university representatives and faculty
- Business, community, and political leaders
- Youth programs (e.g., YMCA, Boys and Girls Club, 4H, Girl Scouts, Boy Scouts)
- College access organizations in your school or community

How can I advertise the opportunity to volunteer?

Start with your network in your community. Who do you know at your local businesses, places of worship, and nonprofit organizations who may want to get involved? Reach out to your contacts and see if they are willing to send out an email or post a message in their bulletin or break room on your behalf.

What should I write in order to explain the opportunity and what volunteers will be doing when they come to our school?

On the following pages, you will see a sample volunteer email or letter that includes blank spaces for customization. We have included sample event descriptions, topics covered, and volunteer activities, which you can use to personalize your own letter based on your event and needs.

Sample Volunteer Recruitment Email or Letter

[School logo]

[School address]

Dear [name of organization],

[Name of your school] is hosting a [event name] Path to College event on [date]. Path to College events help students prepare for the college-going process and [event name] is one way that we provide students and parents with [event description].

We will be hosting our event on [date] and would welcome representatives from [name of organization] to visit our school during this exciting and important time. With your help, students and their families can learn more about [topics covered]. Volunteers can [sample volunteer activities]. Our students will look to you for help and support as they take a big step in the direction of going to college.

If you or any of your colleagues at [name of organization] are interested in volunteering in any capacity, please contact [name, contact info at name of your school].

Thank you,

[Your name]

[Your title]

Sample Volunteer Recruitment Email or Letter

Event Name: TN College Application and Exploration Month

Event Description: ...the opportunity to explore college and career paths while also supporting the senior class as they apply to college. At our school, we define college as a form of training beyond high school that affords a student the opportunity to earn a living wage and develop into a thriving member of our community.

Topics Covered: the college application process and the various college options in and outside of Tennessee.

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Event Name: TN FASFA Frenzy

Event Description: ...assistance in filing the Free Application for Federal Student Aid (FAFSA) and learning more about financial aid options for college. The FAFSA is an important part of the college-going process and, in Tennessee, students are required to complete the FAFSA to be eligible for state aid. Additionally, students who complete the FAFSA are more likely to enroll in college.

Topics Covered: the FAFSA and federal, state, and local financial aid opportunities.

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Event Name: TN College Planning Night

Event Description: ...information about preparing for the college application and selection process. By holding this event during the spring of students’ junior year, College Planning Night gives students a chance to start the planning process early and start the application, selection, and financial aid process when they have many options open to them.

Topics Covered: planning for senior year and college, and an overview of the financial aid process.

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Event Name: TN Signing Day

Event Description: ...opportunity to celebrate our college-bound seniors before they walk across the graduation stage. At our school, we define college as a form of training beyond high school that affords a student the opportunity to earn a living wage and develop into a thriving member of our community.

Topics Covered: college choices and opportunities after high school.

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Volunteer Recruitment: Higher Education Contacts

Contact Information for Tennessee's Public Universities

Austin Peay State University
Clarksville, TN
www.apsu.edu
Admissions Office:
admissions@apsu.edu
(931) 221-7661

Tennessee State University
Nashville, TN
www.tnstate.edu
Admissions Office:
admissions@tnstate.edu
(615) 963-5101

University of Tennessee-Knoxville
Knoxville, TN
www.utk.edu
Admissions Office:
admissions@utk.edu
(865) 974-1111

East Tennessee State University
Johnson City, TN
www.etsu.edu
Admissions Office:
go2etsu@etsu.edu.
(423) 439-4213

Tennessee Tech University
Cookeville, TN
www.tntech.edu
Admissions Office:
admissions@tntech.edu
(931) 372.3888

University of Tennessee-Chattanooga
Chattanooga, TN
www.utc.edu
Admissions Office:
utcmocs@utc.edu
(423) 425-4662

Middle Tennessee State University
Murfreesboro, TN
www.mtsu.edu
Admissions Office:
admissions@mtsu.edu
(615) 898-2233

University of Memphis
Memphis, TN
www.memphis.edu
Admissions Office:
admissions@memphis.edu
(901) 678-2111

University of Tennessee-Martin
Martin, TN
www.utm.edu
Admissions Office:
admitme@utm.edu
(731) 881-7020

Contact Information for Tennessee's Community Colleges

Chattanooga State Community College
Chattanooga, TN
www.chattanoogastate.edu
Admissions Contact:
admissions@chattanoogastate.edu
(423) 697-4400

Dyersburg State Community College
Dyersburg, TN
www.dscc.edu
Admissions Contact:
admissions@dscc.edu
(731) 286-3200

Nashville State Community College
Nashville, TN
www.nsccl.edu
Admissions Contact:
admissions@nsccl.edu
(615) 353-3333

Cleveland State Community College
Cleveland, TN
www.clevelandstatecc.edu
Admissions Contact:
admissions@clevelandstatecc.edu
(423) 472-7141

Jackson State Community College
Jackson, TN
www.jscc.edu
Admissions Contact:
admissions@jscc.edu
(731) 424-3520

Northeast State Community College
Blountville, TN
www.northeaststate.edu
Admissions Contact:
admissions@northeaststate.edu
(423) 323-3191

Columbia State Community College
Columbia, TN
www.columbiastate.edu
Admissions Office:
admissions@columbiastate.edu
(931) 540-2790

Motlow State Community College
Tullahoma, TN
www.mscc.edu
Admissions Contact:
admissions@mscc.edu
(931) 393-1500

Pellissippi State Community College
Knoxville, TN
www.pstcc.edu
Admissions Contact:
admissions@pstcc.edu
(865) 694-6400

Volunteer Recruitment: Higher Education Contacts

Contact Information for Tennessee's Community Colleges-Continued

Roane State Community College
Harriman, TN
www.roanestate.edu
Admissions Contact:
admissions@roanestate.edu
(865) 354-3000

Volunteer State Community College
Gallatin, TN
www.volstate.edu
Admissions Contact:
admissions@volstate.edu
(615) 230-3688

Southwest Tenn. Community College
Memphis, TN
www.southwest.tn.edu
Admissions Contact:
admissions@southwest.tn.edu
(901) 333-7822

Walters State Community College
Morristown, TN
www.ws.edu
Admissions Contact:
admissions@ws.edu
(423) 585-2600

Contact Information for Tennessee's Colleges of Applied Technology

TCAT - Athens
www.tcatathens.edu
admissions@tcatathens.edu
(423) 744-2814

TCAT - Dickson
www.tcatdickson.edu
admissions@tcatdickson.edu
(615) 441-6220

TCAT - Jacksboro
www.tcatjacksboro.edu
admissions@tcatjacksboro.edu
(423) 566-9629

TCAT - Chattanooga
www.chattanooga.state.edu/tcat
admissions@chattanooga.state.edu
(423) 697-4433

TCAT - Elizabethton
www.tcatelizabethton.edu
admissions@tcatelizabethton.edu
(423) 543-0070

TCAT - Jackson
www.tcatjackson.edu
admissions@tcatjackson.edu
(731) 424-0691

TCAT - Covington
www.tcatcovington.edu
admissions@tcatcovington.edu
(901) 475-2526

TCAT - Harriman
www.tcatharriman.edu
admissions@tcatharriman.edu
(865) 882-6703

TCAT - Knoxville
www.tcatknoxville.edu
admissions@tcatknoxville.edu
(865) 546-5567

TCAT - Crossville
www.tcatcrossville.edu
admissions@tcatcrossville.edu
(931) 484-7502

TCAT - Hartsville
www.tcathartsville.edu
admissions@tcathartsville.edu
(615) 374-2147

TCAT - Livingston
www.tcatlivingston.edu
admissions@tcatlivingston.edu
(931) 823-5525

TCAT - Crump
www.tcatcrump.edu
admissions@tcatcrump.edu
(731) 632-3393

TCAT - Hohenwald
www.tcathohenwald.edu
admissions@tcathohenwald.edu
(931) 796-5351 x122

TCAT - McKenzie
www.tcatmckenzie.edu
admissions@tcatmckenzie.edu
(731) 352-5364

TCAT - McMinnville
www.tcatmcminnville.edu
admissions@tcatmcminnville.edu
(931) 473-5587

Volunteer Recruitment: Higher Education Contacts

Contact Information for Tennessee's Colleges of Applied Technology-Continued

TCAT - Memphis
www.tcatmemphis.edu
admissions@tcatmemphis.edu
(901) 543-6169

TCAT - Newbern
www.tcatnewbern.edu
admissions@tcatnewbern.edu
(731) 627-2511

TCAT - Pulaski
www.tcatpulaski.edu
admissions@tcatpulaski.edu
(931) 424-4014

TCAT - Morristown
www.tcatmorristown.edu
admissions@tcatmorristown.edu
(423) 586-5771

TCAT - Oneida
www.tcatoneida.edu
admissions@tcatoneida.edu
(423) 663-4900

TCAT - Ripley
www.tcatripley.edu
admissions@tcatripley.edu
(731) 635-3368

TCAT - Murfreesboro
www.tcatmurfreesboro.edu
admissions@tcatmurfreesboro.edu
(615) 898-8010 x132

TCAT - Paris
www.tcatparis.edu
admissions@tcatparis.edu
(731) 644-7365 x151

TCAT - Shelbyville
www.tcatshelbyville.edu
admissions@tcatshelbyville.edu
(931) 685-5013 x100

TCAT - Nashville
www.tcatnashville.edu
admissions@tcatnashville.edu
(615) 425-5500

TCAT - Whiteville
www.tcatwhiteville.edu
admissions@tcatwhiteville.edu
(731) 254-8521

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