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.
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

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

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

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

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

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

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

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

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

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

Contact Information for Tennessee’s Community Colleges

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

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

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

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

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

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

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

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

Tennessee Tech University
Cookeville, TN
www.tntech.edu
Admissions Office:
admissions@tntech.edu
(931) 372.3888
Volunteer Recruitment: Higher Education Contacts

Contact Information for Tennessee’s Community Colleges—Continued

Roane State Community College  Volunteer State Community College
Harriman, TN  Gallatin, TN
www.roanestate.edu  www.volstate.edu
Admissions Contact:  Admissions Contact:
  admissions@roanestate.edu  admissions@volstate.edu
(865) 354-3000  (615) 230-3688

Southwest Tenn. Community College  Walters State Community College
Memphis, TN  Morristown, TN
www.southwest.tn.edu  www.ws.edu
Admissions Contact:  Admissions Contact:
  admissions@southwest.tn.edu  admissions@ws.edu
(901) 333-7822  (423) 585-2600

Contact Information for Tennessee’s Colleges of Applied Technology

TCAT - Athens  TCAT - Dickson  TCAT - Jacksboro
www.tcatathens.edu  www.tcatdickson.edu  www.tcatjacksboro.edu
admissions@tcatathens.edu  admissions@tcatdickson.edu  admissions@tcatjacksboro.edu
(423) 744-2814  (615) 441-6220  (423) 566-9629

TCAT - Chattanooga  TCAT - Elizabethton  TCAT - Jackson
www.chattanoogastate.edu/tcat  www.tcatelizabethton.edu  www.tcatjackson.edu
admissions@chattanoogastate.edu  admissions@tcatelizabethton.edu  admissions@tcatjackson.edu
(423) 697-4433  (423) 543-0070  (731) 424-0691

TCAT - Covington  TCAT - Harriman  TCAT - Knoxville
www.tcatcovington.edu  www.tcatharriman.edu  www.tcatknoxville.edu
admissions@tcatcovington.edu  admissions@tcatharriman.edu  admissions@tcatknoxville.edu
(901) 475-2526  (865) 882-6703  (865) 546-5567

TCAT - Crossville  TCAT - Hartsville  TCAT - Livingston
www.tcatcrossville.edu  www.tcathartsville.edu  www.tcatlivingston.edu
admissions@tcatcrossville.edu  admissions@tcathartsville.edu  admissions@tcatlivingston.edu
(931) 484-7502  (615) 374-2147  (931) 823-5525

TCAT - Crump  TCAT - Hohenwald  TCAT - McKenzie
www.tcatcrump.edu  www.tcathohenwald.edu  www.tcatmckenzie.edu
admissions@tcatcrump.edu  admissions@tcathohenwald.edu  admissions@tcatmckenzie.edu
(731) 632-3393  (931) 796-5351 x122  (731) 352-5364

TCAT - McMinnville  www.tcatmcminnville.edu
www.tcatmcminnville.edu  admissions@tcatmcminnville.edu
(931) 473-5587
# Volunteer Recruitment: Higher Education Contacts

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

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<tr>
<th>TCAT - Memphis</th>
<th>TCAT - Newbern</th>
<th>TCAT - Pulaski</th>
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<tr>
<td><a href="http://www.tcatmemphis.edu">www.tcatmemphis.edu</a></td>
<td><a href="http://www.tcatnewbern.edu">www.tcatnewbern.edu</a></td>
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<tr>
<td>(901) 543-6169</td>
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<td><a href="mailto:admissions@tcatoneida.edu">admissions@tcatoneida.edu</a></td>
<td><a href="mailto:admissions@tcatripley.edu">admissions@tcatripley.edu</a></td>
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<tr>
<td>(423) 586-5771</td>
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<tr>
<td>(615) 898-8010 x132</td>
<td>(731) 644-7365 x151</td>
<td>(931) 685-5013 x100</td>
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<td><a href="http://www.tcatwhiteville.edu">www.tcatwhiteville.edu</a></td>
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<tr>
<td><a href="mailto:admissions@tcatwhiteville.edu">admissions@tcatwhiteville.edu</a></td>
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<tr>
<td>(731) 254-8521</td>
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