

## Volunteer 101: Thank Them

Never underestimate the power of a thank you. Saying thank you with a short, but meaningful note shows your volunteers that you appreciate the work they did to support your students and parents. It can also help you build stronger relationships with members of the community. Happy volunteers who feel valued will be more likely to sign up for future opportunities and may become some of your best advocates in sharing the great work that's happening at your school.

Here is a sample thank you note that you can personalize as you like. Try to send thank you notes (emails or letters) within 48 hours of your event.

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[School Logo/Name] [School Address]

[Date]

Dear Contact's Name or Institution,

On behalf of **[Name of School]** I would like to personally thank you for volunteering your time at our **[event name]** event. This event would not have been a success without partners like you.

**Include a short summary of what happened at the event. (i.e., 40 parents and students attended and were able to complete the FAFSA).** Our students are one step closer to actualizing their dreams of attending college!

Once again **[Name of School]** thanks you for your efforts and contribution of time at our event! We hope to see you soon.

**Insert a link to any press coverage or photographs from the event.**

Sincerely,

**Your Name, Your Title**

**Contact Information**