

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.

.....

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.

.....

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.

.....

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.

.....