**Volunteer Recruitment Letter**

(School Logo)

(School Address)

(Date)

Dear (Name of Organization),

(School name) is participating in the Maryland College Application Campaign Week, \_\_\_\_\_\_\_\_\_\_\_, 2018. The goal of College Application Week is to provide every graduating high school senior the opportunity to pursue post-secondary education, with particular focus on helping first‐generation, low‐income students and students who may not otherwise apply to college.

Throughout the month, high schools across Maryland and in all 50 states are hosting events to assist

students with the application process.

A critical component of College Application Campaign Week is the one‐on‐one support provided by volunteers

who help students to complete online applications at school. Volunteers can be high school staff,

registrars and admissions officers from nearby colleges and universities and other representatives

from the community.

(School name) is hosting its event on (dates) and (times) and would welcome volunteers from your

organization to work with its seniors at this important and exciting time. Volunteers may:

greet and sign‐in students; guide students through the application process; congratulate students on successful completion of their applications; and distribute follow‐up information.

Our students will benefit from your help and support as they take this big step toward going to

college. Please contact me at (email/phone number) no later than (date) if members of your staff are able to

volunteer at (school name)’s College Application Campaign Week event.

Thank you!

Sincerely,

(Site Coordinator’s Name)

(Site Coordinator’s Title)

(Site Coordinator Contact Info)