#### **Volunteer Outreach Letter/Email**

Dear **[NAME OF ORGANIZATION/INDIVIDUAL]**,

This year, **[NAME OF YOUR HIGH SCHOOL]** will participate in Apply Yourself Florida, also known as Florida College Application Week. This is part of a nationwide effort to increase the number of first-­‐ generation and low-­‐income students pursuing postsecondary education. The event helps high school seniors navigate the complex college admissions process. It also ensures every graduating student applies to at least one postsecondary institution (2-­‐year or 4-­‐year college, certificate program, or vocational school).

Volunteers who support students are essential to the success of this event. We will be hosting our event on **[DATE(S) AND TIME]** and welcome representatives from **[NAME OF ORGANIZATION]** to assist our school.

Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities. Our students appreciate your help and support as they take a big step toward going to college.

If you or any of your colleagues at **[NAME OF ORGANIZATION]** are interested in working with **[NAME OF YOUR HIGH SCHOOL]**, **please contact me** at **[SITE COORDINATOR INFO]**.

Thank you!

**[SITE COORDINATOR NAME] [YOUR TITLE]**

**[CONTACT INFO]**

#### **Volunteer Reference Guide**

Thank you for volunteering for **[HIGH SCHOOL NAME]**’s Apply Yourself Florida event! On **[DATE(S)]**, all graduating seniors will be encouraged to apply to college. The collaborative efforts of the administration, faculty, staff, students, their families, and volunteers like you make **[EVENT NAME]** possible. We appreciate your commitment to making college a reality for our students!

**About Apply Yourself Florida**

Apply Yourself Florida is an initiative to increase the number of first-­‐generation and low-­‐income students pursuing postsecondary education. This initiative helps high school seniors navigate the complex college admissions process and ensures that every graduating student applies to at least one postsecondary institution (2-­‐year or 4-­‐year college, certificate program, or vocational school).

On **[DATE(S)]**, **[NAME OF HIGH SCHOOL]** will set aside time during the school day for this event. During this time, graduating seniors will have the opportunity to complete at least one college application. Volunteers will be on hand to answer questions about the process.

**Logistical Information for [High School Name]**

**Location**

*(Name of High School) is located at (address). (High School Event Name) will be held in the (location), which is located (description).*

**Event times/Shift times**

*(What time and date will the volunteer be working at your school?) Please plan to arrive (x) minutes prior to the start of your volunteer shift.*

**Parking**

*(Provide information here regarding where volunteers can park (usually visitor parking) and where it is located. What should volunteers do if that parking is full?) Upon entering the school, please go to (location) to check-­‐in.*

**Attire**

*We ask that volunteers please come dressed in college attire. (Add other details as needed)*

**Breaks**

*(If needed, when will breaks be given?) (If hosting near breakfast or lunch, what are options for your volunteers?)*

**Contact information for volunteer questions on day of event**

*For questions on the day of event, please call (contact) at (phone number).*

#### **Volunteer Follow-Up/Thank You**

Dear **[VOLUNTEER’S NAME]**,

On behalf of **[NAME OF YOUR HIGH SCHOOL],** I would like to personally thank you for volunteering your time at **[EVENT NAME].** This event could not have been a success without your help and the help of many others who volunteered.

During **[NAME OF HIGH SCHOOL’S EVENT], [NUMBER OF SENIORS SUBMITTING COLLEGE**

**APPLICATIONS]** of our seniors submitted over **[NUMBER OF COLLEGE APPLICATIONS SUBMITTED]** college applications to colleges and universities across Florida and the country. Thanks to our seniors’ hard work and the assistance of volunteers like you, they are one step closer to achieving their dreams of attending college!

Once again, **[NAME OF YOUR HIGH SCHOOL]** thanks you for your time invested at **[NAME OF HIGH SCHOOL’S EVENT]**! We look forward to seeing you throughout the school year and especially at our event next year.

Sincerely,

**[SITE COORDINATOR NAME] [YOUR TITLE]**

**[CONTACT INFO]**