



(Volunteer Recruitment Letter)

(School Logo)

(School Address)

(Date)

Dear (Name of Organization),

(School name) is participating in New York's College Application Week, (date). The goal of College Application Week is to provide every graduating high school senior the opportunity to apply to college, with particular focus on helping first-generation, low-income students and students who may not otherwise apply to college.

Throughout the week, high schools across New York and in all 50 states are hosting events to assist students with the application process.

A critical component of College Application Week is the one-on-one support provided by volunteers who help students 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 Week event.

Thank you!

Sincerely,

(Site Coordinator's Name)

(Site Coordinator's Title)

(Site Coordinator Contact Info)