Sample Volunteer Recruitment or Donation Request Letter

This letter should be distributed to any volunteer prospects and/or groups. Update the blue/bold pieces with your school's event information and feel free to add more event details to generate interest.

School Logo and School Address

Date

Dear Name of Organization,

Name of Your High School is pleased to announce its participation in the statewide Iowa College Application Campaign event. As a participant, we will be hosting college planning activities during the week of **insert week of your events**.

The goal of Iowa College Application Campaign is to provide an opportunity for all Iowa high school seniors to complete and file college applications. While the focus is on helping all students, special attention will be given to first-generation, minority, and other students who might face barriers in applying to college.

We will be hosting special events to assist students in completing college applications on **Date(s)** and would welcome **insert request (assistance, donations, etc)**. With your help, students can connect to resources available outside of the classroom that will help them prepare for college. Our students would appreciate and benefit from your help and support as they take a big step toward going to college.

If you are able to assist us in making Iowa College Application Campaign a success, please contact **Name, Contact Info at Name of Your High School**.

Thank you!

Your Name Your Title

#Iapplied