



## High School Volunteer Recruitment Letter - Template

SCHOOL LOGO  
SCHOOL ADDRESS

Dear [NAME OF ORGANIZATION],

[NAME OF YOUR HIGH SCHOOL] is pleased to announce its participation in College Application Week! In an effort to further expand college access initiatives, Learn More Indiana is sponsoring College Application Week from September 25-29, 2023. The goal of College Application Week is to provide every graduating high school senior the opportunity to apply to college.

College Application Week can open the door for students by encouraging them to take significant steps toward college during their senior year. What began in 2005 as a single day at one high school in North Carolina has evolved into 50 state campaigns to help students. This year, Indiana expects over 100 high schools to participate in our statewide campaign. A critical component of College Application Week is the one-on-one support provided by volunteers who help students fill out applications at school. Volunteers may include high school staff, registrars and admissions officers, and financial aid advisers from nearby postsecondary institutions, and representatives from the community.

We will be hosting our event on [DATE(S) AND TIME] and would welcome representatives from [NAME OF ORGANIZATION] to visit our school during this exciting and important time. Volunteers can greet and sign-in students, assist students with the completion of online college applications, or distribute additional information about financial aid opportunities. Our students would really 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] in any capacity, **please contact me at** [SITE COORDINATOR INFO].

Thank you!

[SITE COORDINATOR NAME]  
[YOUR TITLE]  
[CONTACT INFO]

College Planning



Career Success

