Volunteer or Donation Request Letter (Template)

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 College Knowledge Month initiative which will be held during the month of October. The goal of College Knowledge Month is to provide an opportunity for all Minnesota high school seniors to complete and file college applications, and to encourage younger students to start planning for life after high school. While the focus is on helping all students, special attention should be given to first-generation, low-income, and other students who might face barriers in applying to college.

Our school will be hosting **activities on Date(s)** and would welcome **assistance, donations, etc.** With your help, students can connect to resources available outside of the classroom that will help them prepare for college and career. Our students would appreciate and benefit from your help and support as they plan for their future.

If you are able to assist us in making College Knowledge Month a success, please contact me by **date**. I will be in touch about how and when you can help at our school.

Thank you!

**Your Name**

**Your Title**

**Your Contact Information**

c. Volunteer or Donation Request Letter (Template)

Download: <http://bit.ly/ckm4sitecoordinators>