



Sample Volunteer Recruitment Letters

Volunteer Leadership (Acknowledgement)

July 19, 2005

Dear _____:

Thank you for joining us on Tuesday, July 12th at Catholic High School for our Volunteer Leadership Orientation Night. We hope you found the evening informative as we highlighted some of the various volunteer opportunities available at Catholic School.

A member of the Catholic Board of Trustees will be in touch with you during the summer to further discuss your support in our volunteer efforts for this fall. We also wish to extend to you our invitation to attend our Summer Committee Night, scheduled for Thursday, August 18th, from 7:30-8:30 pm, in the school hall. During the evening, we will break into various groups to start planning for the new school year. The enclosed flyer provides additional details.

Again, our sincerest thanks to you for your time and we hope to see you on August 18th!

Sincerely,

Lindsey Smith
Principal

Volunteer Leadership (Sorry We Missed You)

July 19, 2005

Dear _____:

We were sorry to miss you at our Volunteer Leadership Orientation Night held on July 12th at the Catholic High School hall. Our evening was quite informative as we highlighted some of the various volunteer opportunities available at Catholic School.

We wish to extend to you our invitation to attend our Summer Committee Night, scheduled for Thursday, August 18, from 7:30 – 8:30 pm, in the school hall. During the evening, we will break into various groups to start planning for the new school year. The enclosed flyer provides additional details. We have also enclosed information regarding the Catholic High School Board Structure and a Frequently Asked Questions sheet, both of which may assist you in your decision to volunteer your time at Catholic High School.

Also enclosed, please find a Volunteer Leadership Form. Kindly review the form, complete it and return it to us in the enclosed reply envelope. Please indicate at the top right of the form, if you will be able to join us for the Summer Committee Night on August 18th. Again, our sincerest thanks to you for your time and we hope to see you on August 18th!

Sincerely,

Lindsey Smith
Principal