A Sample Confirmation Email might include a Panelist Tips, Volunteer Commitments, and text similar to the sample text below. (Sending a calendar invitation with these details & reminding teacher/volunteers the day prior to your event is helpful). Below are in-person and virtual samples:

**In-Person Panel Confirmation:**

Thank you so much for volunteering to speak with students at **Airport Heights Elementary** as part of their **Kids2Careers career panel**. Attached you will find a list outlining your co-panelists and classroom details.

**We will meet at 8:45am** in the front office to sign in and review detail before heading to the classrooms together as a group to begin panels at 9:00am.

**Please take brief a moment to confirm your attendance so we can plan accordingly.**

Attached please find your panelist packet and co-volunteer & classroom details. Please keep in mind that it is always preferable to begin by sharing your story, and take questions as they come. It is my experience that when allowed to ask questions during your presentation, students guide the conversation where it needs to go for their greatest gain. Sometimes, we may also find that asking questions of the students helps draw them out of shyness. This panel is a great opportunity to share your college and career experiences with students who might be the first in their family to seek out college/career training. The students will be just as interested in your current and past career experiences as they are in your stories about college life! The Tips provide guiding questions, however you will not be responsible for telling students answers to every question as you share.

**Please review the** **Career Panelist Toolkit** **and** **6-minute** **training video** **at:** [**https://acpe.alaska.gov/VolunteerPanelists**](https://acpe.alaska.gov/VolunteerPanelists)**!**

**Virtual Panel Confirmation:**

Thank you for volunteering for the **Kids2Careers virtual college & career panel for Girdwood K-12 School on Wed., Mar. 24 at 10:45am, via Zoom.** **Please join the waiting room a few minutes early to test audio/visual prior to connecting with the students at 10:45am. I plan to join by 10:30am.**

**Please take brief a moment to confirm your attendance so we can plan accordingly.**

Attached please find your panelist packet, co-volunteer, and classroom details. Please keep in mind it is always preferable to begin by sharing your story and take questions as they come. It is my experience that when allowed to ask questions during your presentation, students guide the conversation where it needs to go for their greatest gain. Sometimes, we may also find that asking questions of the students helps draw them out of shyness. This panel is a great opportunity to share your college and career experiences with students who might be the first in their family to seek out college/career training. The students will be just as interested in your current and past career experiences as they are in your stories about college life! The Tips provide guiding questions, however you will not be responsible for telling students answers to every question as you share.

**Please review the** **Career Panelist Toolkit** **and** **6-minute** **training video** **at:** [**https://acpe.alaska.gov/VolunteerPanelists**](https://acpe.alaska.gov/Kids2College)**!**

**I would be happy to review what to expect and help you test your Zoom connection prior to the event at a time that is convenient for you! Please let me know what time works best.**

**Join Zoom Meeting:
Meeting ID:**
**Passcode:
One tap mobile**: