A Sample Recruitment Email might include Career Panelist Packet and Volunteer Shifts, and text similar to the sample text below:

Dear Friends,

The Alaska Commission on Postsecondary Education is seeking volunteers to participate in a career panel for the **Kids2College** program – a partnership activity with the University of Alaska College Savings Plan. Would you or someone you know be interested in and available to **help to inspire young Alaskans** with college and career stories?

Volunteers will be given the opportunity to talk with 5th & 6th grade students about their own educational and career experiences as part of a 3-person career panel. Each volunteer will be provided with guiding questions and tips (attached) and asked to speak for 5-10 minutes to the class, then be available for Q&A at the end of the panel. The dates and schools are listed below. Total time commitment is 1 hour. Volunteers will not be responsible for speaking during the entire block of time. Please reply and volunteer to help inspire Anchorage youth today!

**Volunteer Shifts Currently Available in Anchorage**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **TIME** | **SCHOOL** | **VOLUNTEERS NEEDED** |
| **Wed., Feb. 18** | **11:00am – 12:00pm** | **Takotna School (via Skype)**  | **3** |
| **Tues., Feb. 24** | **2:00pm – 3:00pm** | **Mountain View Elementary** | **6** |
| **Mon., Mar. 16** | **10:15am – 11:15am** | **Susitna Elementary** | **6** |
| **Tues., Mar. 24** | **2:00pm – 3:00pm** | **Willow Crest Elementary** | **3** |
| **Wed., Mar. 25** | **1:20pm – 2:30pm** | **Creekside Park Elementary** | **9** |
| **Fri., Apr. 3** | **9:00am – 10:00am** | **Airport Heights Elementary** | **8** |
| **TBD** | **TBD** | **Spring Hill Elementary** | **TBD** |
| **TBD** | **TBD** | **Ptarmigan Elementary** | **TBD** |

**Kids2College** is a partnership activity of the University of Alaska College Savings Plan and Alaska Commission on Postsecondary Education. This program needs volunteers like you!

**College is possible – help us continue delivering this important message to Alaska’s youth.**

Thanks!