

Sample Outreach Emails
Winter Break Community Engagement Program
McKeen Center for the Common Good

Situation: Community Partner (CP) you already know and have discussed your plans with

Subject: Followup RE: Winter Break volunteering

Dear So-and-So,

It was so nice to talk with you this morning about ways I can connect with SaveTheHumans during winter break. As we discussed, I'm following up to confirm the plan we'd start with, if I am selected for Bowdoin College's Winter Break Community Engagement Program. **Can you please review the details below and let me know whether or not this matches your understanding of the way forward?**

Start date: xxx

Schedule: xxx (total number of hours ~XX)

Duties: xxx

Continuing engagement in spring: xxx

I think that sums it up. I look forward to hearing from you and I hope we'll be able to work together this winter.

Best,
Andrew

Situation: general feasibility request + ask about specific needs

Subject: January volunteer scheduling question

Dear Ms. So-and-so,

I am a student at Bowdoin College, and I am interested in possibly volunteering with

Can you please let me know by November 28 whether or not my proposed schedule seems workable? If it's too soon to say, that would also be helpful to know. Finally, I'd welcome any thoughts you have regarding any needs that would be relevant to my particular skills.

Thanks very much for your consideration and I hope we'll be able to work together this winter. I'm sure you are quite busy so I will follow up with a call in a few days, in case that is an easier way to connect.

Best,
Andrew

Situation: inquiring about specific needs, not "up for anything"

Subject: Need for Motorcycle Club volunteer?