

## 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 Curtis Library during my winter break, between December 20 and January 20. I have submitted the new volunteer application form on your website and I am looking forward to learning about the timing of training opportunities and the library's current volunteer needs. In the meantime, since I have a deadline for getting documentation to a potential sponsor, I am writing to ask if you can confirm for me the feasibility of a schedule I've tentatively drafted for my time with Curtis.

If I am accepted, my intention is to complete training at the library's earliest convenience, and then volunteer 6-12 hours per week throughout January (my commitment for my sponsor is to complete 50 hours total). I would be happy to contribute in whatever ways would be most useful for the library, although my strongest skills and interest are in the areas of information technology and gardening (please find resume attached).

**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?

Dear Ms. So-and-so,

I am a student at Bowdoin College, and I am interested in possibly volunteering with Curtis Library during my winter break, between December 20 and January 20. I saw on the CML website that you oversee the library's Motorcycle Club program and I am writing to ask whether there are any needs related to that program that I could be helpful with, as I am a mechanic and certified instructor. If so, then I'd be happy to get started on the volunteer application process, and I'm also happy to answer any questions you might have about my background.

If I could be useful to you, my goal would be to work a total of ~20 hours/week for 2.5 weeks over the break. This may be unusual but my college is encouraging students to commit to engaging in 50 hours of service over the break.

Please let me know what you think of this idea, and thanks very much for your consideration. I look forward to hearing from you 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