**EXAMPLE EMAIL**

**RECRUITING COORDINATORS TO PLAN ADDITIONAL EVENTS**

EXAMPLE

Dear <FIRST NAME>,

Saint Mary-of-the-Woods College Alumni Board is excited to invite you to participate in Celebrating Service. This joint project between the College and the Sisters of Providence, encourages us to serve our communities throughout the year in the spirit of Saint Mother Theodore Guerin.

Over the last several years our alums have participated in service projects in their local communities around the globe. We are hopeful that this year you will join us. Would you be willing to assist in coordinating in the <CITY/REGION> area?  
  
Let me know what you think. Any current volunteer events already in action that we could join on behalf of SMWC are perfect as well.

I look forward to your reply,  
  
<YOUR NAME, SMWC ‘CLASS YEAR>