

# OUTREACH GUIDE



## How to Contact Organizations for Volunteer Opportunities

As a JustServe Club, you represent JustServe in your community. Organizations want to hear from you, they love sharing their mission and helping others understand how they serve.

### When contacting organizations:

- Ask what opportunities they have for a group or club like yours.
- Find out what requirements are needed to participate.
- Gather as many details as you can.

### You Might Consider:

- Requesting a site visit to learn more about their work.
- Inviting them to visit your club and share about their mission.

### Tips:

- Organizations enjoy talking about their mission and who they serve—this is a great way to start the conversation.
- It's okay to be selective, choose projects that align with your club's goals.
- If something isn't a good fit, thank them for their time and let them know you'd love to consider them for a future project.
- Many school email accounts can't receive replies outside of the district, include an alternate email for them to respond.



### Email Prompts:

#### Subject: Volunteers Available!

Dear [Organization], I represent a school club supported by JustServe. Our members are ages [14-18]. We'd love to know if you have any volunteer opportunities—possibly a project in the next month. Please let me know!

Thank you,  
Name  
JustServe Club (Title)  
Phone and/or Email

#### Subject: Looking for Service

Hi [Name], I'm the [Title] of the [School Name] JustServe Club. We have about [# of members] and were discussing your organization as a possible place to serve. Do you have opportunities for groups or individuals?

Thank you,  
Name  
JustServe Club (Title)  
Phone and/or Email



### Phone Prompts:

#### With a Specific Opportunity:

"Hi [Mr./Ms. Name], I am [Name], President] of the [School Name] JustServe Club. I was calling to learn more about how we could get involved with [specific opportunity]. I have a few questions:

- How many club members can participate?
- What time should we arrive?
- Is there a dress code or specific gear required?
- What should we bring with us?
- Is there anything else I should share with the club to prepare?"

#### General Inquiry:

"Hi, I'm [Name], [role such as president] of the [School Name] JustServe Club. We're looking for volunteer opportunities. We were talking about your organization as a great place to volunteer. We have about [# of members] and are looking for a group project. Do you have opportunities for a full group or smaller teams?"