**INITIAL OUTREACH – PARTNER RECRUITMENT TEMPLATE**

Subject Line: Invitation: Help local high school students explore careers

Hello,

We are looking for the area community professionals to work with students from Academy Name & Pathway in one of a variety of work-based learning opportunities and we identified you as a great potential partner. Getting to interact with professionals like you helps students identify careers of interest, develop their Future Ready Skills (like communication, collaboration, and more), and build connections. Would you be willing to volunteer your time to help students connect classroom lessons with the world of college and careers?

If you are interested in engaging with students, complete the [Partner Interest Form](https://ash.naf.org/public/downloadable-resource/index/partner-interest-survey) and return it by replying to this email. Let me know if you have any questions or would like to have a conversation about opportunities.

Thank you for your support of students at Academy Name & Pathway. We look forward to the opportunities that you and your peers in the industry sector provide that connect our academy students to businesses and organizations in our community.

Sincerely,

Name

Position

Academy Name & Pathway

Email

Phone

**WBL ACTIVITY PARTNER PARTICIPATION CONFIRMATION EMAIL**

***4 weeks before event***

Email Subject: WBL Activity Confirmation

Dear insert name,

Thank you for your generous commitment towork with students at Academy Name & Pathway on **date** at **time**.

This important experience will help students connect the lessons they are learning in the classroom with the professional world. These types of work-based learning engagements give students a chance to practice professional behavior and elevate their comfort level in communicating with professionals.

**Immediate Action Items**

* Confirm you are still able to participate at the scheduled time. If there is a conflict, please contact me as soon as possible.
* Review all materials provided:
	+ Insert title of attachment 1
	+ Insert title of attachment 2
* Complete and return the following by **Insert date**, 1 week before engagement:
	+ Insert title to be returned 1
	+ Insert title to be returned 2
* Send any pre-work for students by **Insert date**, 1 week before engagement.
* Insert info about fingerprinting and background check here, if needed.

[If virtual also include these bullets]

* Confirm your video and audio work with insert video conferencing platform by testing the platform prior to the engagement.
* Video conferencing information will be provided by email one week prior to your engagement.

If you have any questions, please contact me by replying to this email or by calling phone number. We at the Academy Name & Pathway look forward to welcoming you to our classroom.

Sincerely,

Name

Position

Academy Name & Pathway

Email

Phone

**WBL ACTIVITY PARTNER PARTICIPATION CONFIRMATION EMAIL**

***1 week before event***

Email Subject: WBL Activity Logistics for <date>

Dear insert name,

Thank you so much for volunteering your time to participate in insert work-based learning activity next week. The students have been preparing for this experience, and we hope you are as excited as they are to hear from you.

Below are a few details that we wanted to confirm and remind you of to make the visit run smoothly. We ask that you review this reminder in detail now and once again on the day of your visit. If you have any questions at all, please contact me by phone or email.

**Date:**

**Time:**

**Arrival Logistics**

Location: Insert address or virtual platform

1. Park insert parking instructions
2. Check in insert location and include room and/or building number
	1. Arrive **15 minutes early** to navigate security or parking issues
3. Walk to the room with insert student escort name

If virtual:

1. Log on insert virtual platform via this link: insert link and call-in information in case of any computer audio issues

**Materials – please send to me no later than one day before engagement**

* Send any slides and participant materials - handout, working files, etc., if applicable.
* Communicate any technology needs.
* Bring business cards to share with the students (optional for in-person).

If you have any questions or concerns, feel free to contact me. We want to make sure that both you and the students get as much out of this experience as possible, so please let us know if there is anything that we can do to further prepare for the engagement.

Thank you so much for your time and we look forward to seeing you on <date>.

Sincerely,

Name

Position

Academy Name & Pathway

Email

Phone