

Hello, my name is _____. I am a member of Ball State Student Action Team. We are currently preparing for our annual event, 24 Hours of Service. In the past, you have participated and have informed us that you wish to participate again. This year our event is on April 20th and 21th. I was wondering if you would be able to participate in this event again?

Yes - Awesome!

- Do you have a preference as to what day? _____
- How long would you like us to schedule volunteers to be there? _____
- Is there a certain time that would be best for us to send volunteers there since our scheduling is on a first come first serve basis?

- Do you know about how many volunteers you will be needing? _____
- Do you know what the volunteers would be doing there?

This information is a great start! I will be in contact with you over the next several weeks. We would like all the scheduling done by March 1. If you have any questions or need anything from me, just let me know! My phone number is: _____. You can also reach me by email at: _____
_____. Is this the best number to reach you at? _____
Is there an email address I can reach you at to send you any general updates with information from our organization? _____.

I should be getting back in contact with you in a week or two to update you with any information. Feel free to contact me as well! I look forward to being in contact with you.

No, we would not like to participate this year.

I'm sorry that you won't be able to participate this year. Would you like us to keep you in our contact list for future years? _____

If you decide to change your mind, you can reach me at _____.
Thanks and have a nice day.