

Hello, Team!

On **DATE**, we will be volunteering with Junior Achievement for a JA in a Day at **SCHOOL NAME**. We would love to have you join us. Our goal is to recruit # volunteers for the day so we can support # local students. Let me know by **DATE** if you are interested in volunteering.

During the day, each volunteer will be placed in a classroom with a partner. Each of you will share your real-world experience with the students. JA provides curriculum that allows the volunteer to do this in a hands-on way that makes the concepts relevant to the students. The day is engaging and memorable for both students and volunteers. The JA in a Day typically lasts from 8:00 am – 2:00 pm and lunch is provided.

Prior to the event, JA will provide a new volunteer training and distribute all the necessary materials for the JA Day. Our team training is scheduled for **DATE**. It should take 30-45 minutes.

Learn more about JA of Middle Tennessee at www.janash.com.

Watch a video about the impact you can have volunteering with JA, [here](#).

Thanks,

SIGNATURE

Other things to potentially include:

- Volunteer time or PTO policies for the day
- Company volunteer incentives
- Company board member testimony (if applicable)
- Copy company board member (if applicable)
- Personal testimony from volunteering
- Attach Recruitment Flyer