**Volunteer Letter Sample**

Greetings!

First let me thank you again for volunteering to help with this year's Festival. I cannot emphasize enough what a powerful impact you will have on the high school students. They will look at you and be able to see themselves as college students one day; perhaps even college students here at the University of Memphis.

I have attached a schedule with an additional "volunteer" column on it. Please find your initials and note where I have placed you. If you are available for other times, please send me your additional availability.

At the end of the 3 orchestra rehearsals, the students may need help transitioning to the next event. If you would like to come in towards the end (please see schedule for exact times) that would be great. We do not want to see any high school student wandering around looking for a room, a bathroom, or a place to eat their lunch. Feel free to approach any student at any time and ask if they need help. Safety is always our first priority. We will have NAME BADGES for you all.

In case of an emergency, please call me (xxx-xxx-xxxx) or call \_\_\_\_\_\_\_\_\_\_\_ (xxx-xxx-xxxx) for student’s emergency contact information. The campus police emergency number is 901-678-4357).

I will have more details, particularly as they relate to the 3:30 to 6:30 Registration and Audition block. Some of you will serve as guides to practice rooms and audition sites; and some of you will sit at the registration table and assist with check-in.

Thanks a million. I am so honored and touched by your generosity and willingness to help. I am so proud of you all. If you have questions, please feel free to contact me any time.

Prof. xxxx

**Rudi E. Scheidt School of Music**

**The University of Memphis**
123 Music Building
3775 Central Ave
Memphis, TN 38152

901-678-2541

[**memphis.edu/music/**](https://www.memphis.edu/music/)