USE YOUR VOICE TO SHAPE THE FUTURE

Examples of Email Templates for Campus Outreach

1. Email template for writing to student group leaders

Note: this must be updated every year to reflect current issues and concerns. Contact the campus financial aid office to collect the approximate number of WCG eligible students.

Hello _____!

My name is _____ and I am a student here/ the regional coordinator at/for _____ I work with the Washington Student Engagement Networks (WA-SEN, WA-SEN.org) and with students from across the state.

I am reaching out to you in hopes that I can share a project with the members of the [Club Name Here]. WA-SEN works across the state to protect the Washington College Grant (WCG), a grant that makes college more accessible to students who have financial aid needs. The WCG is our state's biggest financial aid grant and it serves, 90,000 students in Washington. There are __[number of students]_, _ students attending this university who benefit from this funding.

The issue though, is that the WCG, like so many need-based programs, are not fully protected and could be vulnerable during this upcoming legislative session. We also want to address equitable outcomes by shoring up student pathways such as academic advising, food and housing supports, behavioral health care, and tutoring as students work to achieve their goals and stay in school. We strive to expand and/or ensure the continuation of support services through legislative advocacy.

We hope members of your club would have interest in joining us. I am working to gather student stories about college access and the positive impact that the WCG and other services can have on students. I need help reaching out to students. If possible, can I come to your next meeting and make a 3-5 min announcement to give students information on how they can get involved with this effort?

Please let me know if you need any more information from me.

Sincerely,

Name

Job title

Phone and email | wa-sen.org

WA SEN Logo here!

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2. Email template for writing to professors (asking to speak to their classes)

Note: this must be updated every year to reflect current issues and concerns. Contact the campus financial aid office to collect the approximate number of WCG eligible students.

Hello Professor _____,
My name is _____ and I am a student here/ the regional coordinator at/for _____. I am reaching out to you in hopes that I can share a project with your students in [Course Name at Time]. I work with the Washington Student Engagement Networks (WA-SEN, WA-SEN.org) and with students from across the state.
We are working to protect the Washington College Grant (WCG), a grant that makes college more accessible to students who have financial aid needs. The WCG is our state's biggest financial aid grant and it serves, 90,000 students in Washington. There are __[number of students]_, _ students attending this university who benefit from this funding.
The issue though, is that the WCG, like so many need-based programs, are not fully protected and could be vulnerable during this upcoming legislative session. We also want to address equitable outcomes by shoring up student pathways such as academic advising, food and housing supports, behavioral health care, and tutoring as students work to achieve their goals and stay in school. We strive to expand and/or ensure the continuation of current support services through legislative advocacy.

I am working to gather student stories about college access and the positive impact that the WCG and other services can have on students. I need help reaching out to students. If possible, can I come to one of your classes and make a 3-5 min announcement to give students information on how they can get involved with this effort?

Please let me know if you need any more information from me.

Sincerely,
Name
Job title
Phone and email | wa-sen.org
WA SEN Logo here!