July 15, 2014

Dear Volunteer Coordinator,

Each year on the first day of classes, students of Northern Michigan University gather on the University Center lawn for our great back to school event, Fall Fest. Student organizations, local business and non-profits all have the opportunity to set up a table to spread the word about their group. Students make their way across the lawn stopping at tables that interest them. It is a great way to recruit volunteers for the coming academic year!

This year Fall Fest will be held on, **Monday, August 25, from 11am – 3pm**. If you would like to register for Fall Fest, simply return the enclosed form via mail, fax, or email by **Monday, August 4**. Once you have registered, you will be mailed a parking pass, directions, and volunteer recruitment ideas. Don’t miss this once-a-year event! **There is no other volunteer recruitment event like Fall Fest!**

We would also like to give you the opportunity to submit information on your agency and its volunteer needs. The Center for Student Enrichment is the umbrella office for many unique programs that can help you recruit volunteers – the NMU Volunteer Center, Superior Edge and the Student Leader Fellowship Program. These programs send out e-mails and blasts on social media sites with upcoming events at local non-profits, and can be a great resource if you are looking for an ongoing intern. In order to meet your agency’s needs, please fill out the enclosed form. We encourage you to continue to reach out with specific events throughout the year, but this form serves as a great way to highlight your organization.

We are very excited to work with you! Together we hope to build a strong relationship with you this year. If you have any questions about Fall Fest or how the Center for Student Enrichment can serve you, please let us know. Hope to see you at Fall Fest!

Sincerely,

**Sara Pingel**
Graduate Assistant
Center for Student Enrichment

Enclosed:
Fall Fest Registration Form
Center for Student Enrichment Opportunities Packet Form
Previous Opportunities Packet Description (if applicable)