

Email to reference who expressed interest in becoming a mentor

Sometimes while interviewing references that a mentor applicant provides, the reference might express interest in learning more about the program. Below is a template that can be sent to these individuals, sharing more information on the program and provides next steps on how to apply to be a mentor. Please customize as needed for your outreach strategies.

Dear [name],

Thank you so much for providing a reference. You indicated in the interview that you would like more information about [mentoring program].

[Mentoring program] matches college educated adults one-on-one with high school students (mentees) from [your area]'s low-income communities. As a volunteer, you will be able to mentor young adults who may be the first in their family to go to college and play a vital role in helping them graduate from high school and succeed in college.

What do you have to do as a mentor?

- Send one weekly email on an interesting topic that [mentoring program] provides.
- See your mentee once a month for two hours at a [mentoring program] organized group event.

Volunteers must be at least 21 years old, have a two or four-year college degree, and must live OR work in [your area].

Your first step will be to fill out an Online Application [embed link].

If you have any questions feel free to follow up with [staff name]: [your@email.org] or [000-000-0000].

Warmest Regards,

[staff name]

[staff title]
