



## YALE DAY OF SERVICE

### Sample message to club presidents

Note: This message may be sent as a letter or cut and pasted for email. We encourage you to edit according to your local circumstances.

Club President Name  
Address

Re: Yale Day of Service: May 9, 2020

Dear Name:

The planning process for the 2020 Yale Day of Service is well underway, and we are hoping to make it the most successful year yet!

Your club did a great job with the Yale Day of Service last year—I hope you are committed to being involved with this great event once again. Together, the Yale Alumni Association and clubs like yours are working to recruit even more volunteers, strengthen relationships, and support communities in need. Your continued participation will help the global Yale community accomplish that goal.

### OR

I know there have been previous challenges to organizing a Day of Service project in your area, but I am optimistic that, together, we can provide the support needed to recruit volunteers and help a local community organization. The Yale Alumni Association and I have seen Yale alumni making a difference in communities all over the world and we hope your community can join this exceptional program.

The first step is to identify and recruit someone to serve as your club's coordinator for the Yale Day of Service. This person will spearhead the effort of finding service sites, getting the message out, and developing strong registration numbers. There are lots of resources in the Organizer's Toolbox on the Yale Day of Service website, <http://yaledayofservice.org>.

If you need help identifying a coordinator and/or service site, please let me or the staff at the Yale Alumni Association know. We can try to connect you with other Yalies in your area.

I look forward to working with you and hope to hear from you soon.

Sincerely yours,