



## **SAMPLE VOLUNTEER RECRUITMENT LETTER**

DATE:

TO: Parents of the students of \_\_\_\_\_ Elementary School

F.R.: Show-Me Body Walk Planning Committee

RE: Show-Me Body Walk (Date, Day, Month, Year).

Show Me Body Walk, a walk through exhibit designed to involve students in learning skills and choices for healthy lifestyles, is coming to \_\_\_\_\_ Elementary School on (Day, Month, Date)! Students in grades \_\_\_\_\_ through \_\_\_\_\_ will participate in the Body Walk experience. Listed below are ways that you can get involved:

**SET UP:** Takes about an hour and a half and is scheduled for (Time, Day, Month, Date).  
Need 8-10 people.

**TAKE DOWN:** Takes about an hour and is scheduled for (Time, Day, Month, Date).  
Need 8-10 people.

**PRESENTERS:** The exhibit has 10 different stations - greeter, mouth, stomach, small intestine, heart, lung, muscle, bone, skin, and brain. Scripts given to the presenters explain the key concepts for each station and provide the directions for the five minute presentation and student activity. Also need a station assistant and station back up. Enjoying and relating well to children a must! Need 12 people both morning and afternoon.

**CLASSROOM ACTIVITIES ASSISTANT:** For the students to get the most out of the Body Walk experience, it is recommended that activities be presented before and after the experience. Assist the teacher with classroom activities as requested.

If you have questions or need more information, please contact (contact name and phone).

Please cut off and return to: \_\_\_\_\_ by \_\_\_\_\_.

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### I CAN HELP WITH BODY WALK

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Set Up

Take Down

Station Presenter:  
AM PM BOTH (please circle)

Station Assistant

Station Back-Up

Classroom Activities Assistant