



Email Templates

Department heads email

The following email has been designed to be sent out to department heads at universities. It can be adapted as this version is used to promote information evenings and during recruitment!

Dear ****

My name is *** and I am a current student at **insert university**. This year I am a Team Leader for Dig Deep- a charity founded by student volunteers which provides schools and communities with access to clean water, sanitation, and hygiene and menstrual health management training in rural Kenya.

I am writing to ask for your help to promote an opportunity to your students that will boost their employability skills. By fundraising as a team and taking part in the once in a lifetime experience of climbing Kilimanjaro in August-September 2020. We will learn about team work, prioritisation, time management, organisation and planning. These are all attributes which I believe will be invaluable in employment and when formulating future answers to interview questions.

I would be grateful if you could forward the email below on to your students, so they can get in touch with me regarding joining my team and raising funds for Dig Deep's charitable work.

Thank you in advance

Insert name

- - -

Calling Intrepid Fundraisers!!

Gain experience with an international development organisation
Provide taps and toilets to thousands of people
Reach the roof of Africa and have the experience of a lifetime

Information evening

Date
Where
When

Website – www.climbforcleanwater.org
Find us on Facebook – Dig Deep (Africa)





My name is *** and I am a Team Leader for Dig Deep- a charity founded by student volunteers which provides schools and communities with access to clean water, sanitation and hygiene and menstrual health management training in rural Kenya.

I am looking to recruit a team of like-minded individuals to join me on the adventure of a lifetime climbing Mount Kilimanjaro.

Kilimanjaro is one of the most impressive sights in Africa and climbing it is one of the all-time great achievements. It's the largest freestanding mountain in the world and reaching the summit and watching the sun rise over the vast African plains truly is the experience of a lifetime. The challenge will take place in **August-September 2020** .

I know this is an amazing opportunity but don't just take my word for it, here is what Megan, one of the 2019 Fundraisers had to say:

"I signed up to challenge myself, to do something positive for the world and to connect with a group of like-minded people. I have achieved these things, but I didn't realise how much I'd enjoy every second of it; I've gained valuable skills of team management and organising events, as well as running what felt like a small business making and selling Christmas cards! It is so rewarding to be a part of this team, and to see each member striving to meet their fundraising target. The Dig Deep team have been fantastic and so supportive; I hope to work with them again in the future. Thanks so much for giving me this opportunity!"

Please don't hesitate to give me a message, follow our Facebook group here (hyperlink) or come along to our information evening to find out more details and ask any questions that you may have.

I look forward to hearing from you.

(Insert name)

Team Leader

(Insert email address)