



Please use this form as a template for your initial contact with a prospective site.

MiraCosta College Service Learning Center, Oceanside Campus- Room 3306, (760) 795-6616

Phone Call

- 1. Ask for the contact person listed on the list or for the volunteer coordinator
- 2. Phone Call Template:

Hello, my name is _____, I am MiraCosta College Student. I am taking a [Name of Course] course, that requires [number of hours] hours of Service Learning. I reviewed the list of approved sites and am really interested in doing my Service Learning with your site. How can I proceed with the application process?

Email

- 1. If you have a professionally inappropriate email address we suggest creating a new one.
- 2. Email Template:

Good [Morning/Afternoon/Evening],

My name is _____, I am MiraCosta College Student. I am taking a [Name of Course] course, that requires [number of hours] hours of Service Learning.

I reviewed the list of approved sites and am really interested in doing my Service Learning with your site. How can I proceed with the application process?

Also, for your reference, my schedule of availability would be _____.

Respectfully,

[Full Name]

[Include phone number]

Before calling, or emailing, list your dates & hours of availability. You may use the scheduler below to help you list out your availability.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							