



March 1, 2015  
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Dear Organization X,

Columbia State Community College's Service Corps Pilot Program will be hosting a Volunteerism Fair during National Volunteerism Week in order to educate area high school seniors and current Columbia State students on how they can serve local non-profits and give back to their communities.

The fair will be held at the Columbia campus (1665 Hampshire Pike, Columbia TN 38401) on **Tuesday, April 14<sup>th</sup> from 9 am – 2 pm** outdoors in the Warf Plaza (or in the Webster Athletic Center in case of inclement weather). The carnival-like atmosphere will be light and fun and there will be free food and prizes. Each participating non-profit will be assigned a booth and given a role of raffle tickets. Students who spend time at your booth learning about your organization will be given a ticket. Each hour, tickets will be drawn and prizes awarded.

I would like to invite your organization to participate in the Volunteerism Fair and take this opportunity to educate both current and future Columbia State students about your role in this community and the ways that they can serve alongside your organization. Participation is free, but we will require that a representative of your organization be present at your booth for the length of the fair.

If you are interested in participating in this event, please fill out the attached form. The information collected will be used to create a Volunteer Inspiration Guide Book profiling the area non-profits and highlighting the types of volunteer jobs in which students can participate, and will be given to students for reference. Please refer to the included example and limit the job types to five. The Volunteer Guide Book will eventually be posted on-line at <http://www.ColumbiaState.edu/volunteer>.

Columbia State is proud to join alongside both state and national efforts to make volunteerism a priority in our community. To learn more about National Volunteerism Week, go to <http://www.pointsoflight.org/signature-events/national-volunteer-week> or the Tennessee Promise initiative, go to <http://driveto55.org/initiatives/tennessee-promise>.

For additional questions, contact Sundown Kelley, Service Corps Coordinator at Columbia State Community College.

I look forward to hearing from you and partnering with you in this worthwhile event.

Sincerely,

Sundown Kelley  
Service Corps Coordinator  
Columbia State Community College  
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Call 931-540-2742

Additional Contacts: Secretary, Diane Davis [ddavis@columbiastate.edu](mailto:ddavis@columbiastate.edu)  
Project Director, Dr. Christa Martin [cmartin@columbiastate.edu](mailto:cmartin@columbiastate.edu) (Access and Diversity 931-540-2854)

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