**Sample Email for Forming Your Committee**

**Subject Line:** We Need Your Help! Planning Committee for Career Hunt Event

**Email Body:**

Greetings! I’m excited to announce that [YOUR ORGANIZATION’s NAME] is hosting a HirePaths Career Hunt next school year in [CITY NAME]. This half-day event introduces middle school students to careers with employers right here in our community.

The Career Hunt provides an awesome opportunity for us to get kids thinking about what they want to do after high school (before they enroll). It’s also a significant step the
[ORGANIZATION] can take to excite young people about career opportunities in [CITY NAME] after they finish school.

We’re forming a small committee of business, K-12, higher education and community leaders to help us plan and facilitate this event with the team at HirePaths. Our tasks will be to:

* Determine the best date for the event in relation to the school and business year calendars;
* Find an institution willing to donate the space to host the event as their contribution to the project;
* Recruit a local celebrity to serve as our welcome speaker;
* Recruit 24-36 speakers from our business/nonprofit community who are willing to help plan an age-appropriate, hands-on breakout session that will give students a glimpse of careers in their industry; and
* Recruit approximately 15 volunteers to help on the day of the event.

The HirePaths team will provide all support materials, an online registration form and customized student schedules. HirePaths will also help our committee plan and manage the event. Visit hirepaths.com to learn more about HirePaths.

Would you be willing to help with our Career Hunt for the [202X-202X] school year? If so, please let me know, and we’ll schedule our initial planning meeting ASAP.

[SIGNATURE]