**Sample Email: How to Recruit Room Moderators for   
Breakout Sessions**

**Subject Line:** [CITY] HirePaths Career Hunt Volunteers

**Email Body:**Greetings! I’m reaching out to invite you to serve as a volunteer for our HirePaths Career Hunt event on [DATE] at [LOCATION]. About [NUMBER OF STUDENTS] [GRADE OF STUDENTS] from [SCHOOL OR CITY] will be attending.

We need volunteers to help students find their way between breakout sessions at [LOCATION NAME]. Each rotation is 45 minutes in length, with a 10-minute break for kids to move between sessions. During each break, students will be encouraged to visit the restroom, grab a snack and find their next session. We need plenty of adults on hand to help them find their way around the facility, which is where you come in! During the sessions, you’re welcome to pop in and watch the action in a session near your assigned location.

If you are willing to participate, please sign up using this online form: <https://hirepaths.com/career-hunts/how-host-hunt/career-hunt-volunteer-signup>. (Make sure to select the [LOCATION NAME] Career Hunt.) And if you have questions, please don’t hesitate to reach out.

Volunteers will receive instructions a few weeks before the event.

Thank you for your consideration!

[SIGNATURE]