

August 1, 2012

Dear Volunteer Director:

The Community Outreach Office, a volunteer placement program at The University of Scranton, will be hosting our annual **Volunteer and Service Learning Fair**.

TUESDAY, SEPTEMBER 11, 2012
11:00 a.m. - 1:00 p.m.
McILHENNY BALLROOM, 4TH FLOOR, DENAPLES CENTER
900 MULBERRY STREET

The event provides you, along with many other agency representatives, an opportunity to actively recruit college age volunteers for your organization. Agencies sponsoring one-time events, as well as longer term placements, are encouraged to attend. Agencies that participate in the fair and have personal contact with our student body are more likely to secure volunteers for their events. Last year's fair attracted over 850 students interested in volunteering in the Scranton community.

Please bring along any material which will be helpful in obtaining volunteers for your agency - posters, brochures, pictures, job descriptions, snacks, etc. Although we would like to provide every agency with their own table, due to space and budgetary restrictions, we are forced to limit space. You will be required to **share** a six-foot table with another agency. One full table is available for your use at a charge of \$10. Feel free to bring a table covering, if you desire. Lunch for agency representatives will be available.

Agencies should be set up in the DeNaples Ballroom by 10:30am. Directions to and from our building are enclosed. We will have students available at 10:30am at the Monroe Ave. entrance to the DeNaples Center (between DeNaples and the Parking Pavilion) to assist you with any materials you need carried. Parking will be on street only.

Please return the bottom portion of this letter to our office, completed, by Tuesday, September 4th. All checks can be made payable to "The University of Scranton" and enclosed in an envelope with your response. If you have any questions, please contact me at your convenience by email at patricia.vaccaro@scranton.edu or by phone (570) 941-7429. To view the information we currently have listed about your agency, visit our website at <https://ssbprd.scranton.edu/appprd/cvagency.menu>.

Sincerely,

Patricia Vaccaro
Director,
Community Outreach Office

Volunteer Fair 2012 – Please return this portion by Sept 4th to

University of Scranton
Community Outreach Office
Attention: Volunteer Fair
DeNaples Center 205B
Scranton PA 18510

Agency Name:

Agency Address:

Name of Agency Representative(s)

Email Address:

Do you require a full table at a charge of \$10? Yes No