

## Follow-Up Letter to Community Volunteers

Dear Volunteer:

Thank you so much for returning the community resources survey that was distributed by our office. The children who are participating in the enrichment programs in our local schools will benefit greatly from your experiences and talents. As you know, responding to the survey will allow us to put your name in our resource file that will make your topic available to teachers who have students interested in your subject area. We truly appreciate your willingness to share your expertise with our students, especially in light of your busy schedule.

Because we have found that the best resource speakers are those who are familiar with the teacher's goals and who know what to expect, the following guidelines have been compiled to assist you in your preparation, so that you can be assured of maximum success.

1. Let the teacher know if there is anything that should be done to prepare the class for your visit. Perhaps there are experiments that could be performed or vocabulary that could be learned before you come.
2. Because the primary goal of our program is to encourage our students to become creative producers in their interest areas, our teachers and students will be looking for follow-up activities to do after you visit. Can you think of ways that our students can become active in your area at their level of achievement? What problems exist in your field that need meaningful solutions?
3. Feel free to discuss the age level or general knowledge of the group with the teacher ahead of time. Often the teacher will have specific wishes about the focus or scope of the program.
4. If you need any audiovisual equipment, please let the teacher know ahead of time.
5. Hands-on activities are great! Do you have something to demonstrate? Something with which the children could assist? Photos to share? If you have materials to examine or manipulate, plan to hand them out at the appropriate moment in order to enhance attention and to increase interest level.
6. Please allow time at the end of your presentation for students to ask questions. In most cases there will be specified time allotment, but don't hesitate to shorten presentations if students are becoming restless. It is convenient to conclude by indicating, for instance, that there is time for "one more question."

If it is acceptable with you, we will contact you in the near future regarding your future involvement with individuals or small groups of students who share your interests. If you have any questions, feel free to call our office for further assistance.

Again, thank you so much for your cooperation.

Sincerely yours,