**Example Invitation to Community Organizations**

At the Centre for Community Engaged Learning, we’ve assembled this email template based on our experience facilitating relationships between faculty members and community partners and in response to a frequent request for sample communications. Feel free to adapt for use if relevant and appropriate for your needs.

Hi,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I teach a UBC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ course on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am engaging students around issues of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and see a strong connection to your work. I wanted to know if you would be willing to have a conversation about how my students could contribute to your organization through research, support with social media campaigns, direct service or other means. I think it would be valuable for students to engage critically with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and wanted to know if you could see any opportunities for students to contribute directly or indirectly with your work.

This course examines \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As a part of the course students are asked to work on a project that supports the partner organization’s work. The course runs in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so I wanted to reach out to you early to gauge interest.

Would you be open to having a conversation with me over the coming weeks to see if there might be a project fit? I am open to projects that require a range of partner commitment in terms of working virtually with the students

Best,