PLACEMENT OFFER WITH STUDENT’S SCHEDULE

Dear [STUDENT],

Thank you for your interest in [AGENCY]! I am writing to offer you a service learning placement with us here at [AGENCY]. Our days and times of operation are [X], and the volunteer shift you are being offered is [Y]. Please reply to this email by the end of the Placement Acceptance Period and let us know:

1. If you will be accepting this placement offer and completing your service learning at [AGENCY] or if you plan to accept an offer with a different agency; and
2. Whether you will accept this service shift. If not, please reply with your availability to make sure we can arrange a suitable shift.

Please remember that if you are accepting a placement with us, you must (1) email me back and let me know and (2) go online to www.loyno.edu/engage and fill out the placement acceptance form during the placement acceptance period.

Finally, please remember [AGENCY] requires [LIST PRESERVICE REQUIREMENTS here, such as training, fingerprinting, etc].

Please let me know if you have any questions, and we look forward to having you serve with us!

Thank you, [YOUR NAME]

PLACEMENT OFFER NEEDING STUDENT’S SCHEDULE

Dear [STUDENT],

Thank you for your interest in [AGENCY]! I am writing to offer you a service learning placement with us here at [AGENCY]. Available volunteer shifts include [list available shifts here]. Please reply to this email by the end of the Placement Acceptance Period and let us know:

1. If you will be accepting this placement offer and completing your service learning at [AGENCY] or if you plan to accept an offer with a different agency; and
2. Which available volunteer shift you prefer, and whether there are any other shifts that also fit your availability.

Please remember that if you are accepting a placement with us, you must (1) email me back and let me know and (2) go online to www.loyno.edu/engage and fill out the placement acceptance form during the placement acceptance period.

Finally, please remember [AGENCY] requires [LIST PRESERVICE REQUIREMENTS here, such as training, fingerprinting, etc].

Please let me know if you have any questions, and we look forward to having you serve with us!

Thank you, [YOUR NAME]