

Outreach Templates for Drop in hour Collaboration at a resource center

INITIAL OUTREACH: to be used when first trying to establish the relationship.

[INSERT GREETING],

Hello! I am [INSERT NAME], an [INSERT YOUR TITLE] at the [INSERT NAME OF YOUR CENTER]. I am eager to serve as a liaison between our center and yours on campus. My aim is to promote collaboration among our centers for the benefit of our community.

I would like to arrange a meeting where we can delve into more detail about how we can facilitate a productive and meaningful collaboration between our centers.

Looking forward to connecting further.

[INSERT FAREWELL]

CONFIRMING DROP-IN HOURS: to be used when needing to confirm the day(s) and time of drop-in hours.

[INSERT GREETING],

Happy Friday! It was great meeting with [INSERT NAME OF CONTACT and TITLE]. I wanted to follow up regarding establishing the specifics of drop-in hours at your center. I am available the [2nd or 4th Tuesday of the month from 1-2 or 2-3 PM]. Please let me know if any of those options work for the center.

I look forward to your response.

[INSERT FAREWELL]

REFLECTION OUTREACH: to be used to check in with center to discuss any adjustment needed/wanted. Can be done at the end of a semester or prior to the start of a semester.

[INSERT GREETING],

I hope your semester is wrapping up smoothly! We'd like to thank you for allowing the DRC to have drop-in hours at your center. At some point I would like to meet with you (and anyone else

who would like to join) to reflect on and discuss drop-in hours for the next academic year. This would be a good time to discuss making changes or reviewing new program collaborations.

I look forward to your response.

[INSERT FAREWELL]

OPPORTUNITY TO TOUR OUR CENTER: to be used when reaching out to offer a tour of your office to different centers.

[INSERT GREETING],

I hope your summer is going well. First, we'd like to thank you for allowing the DRC to have drop-in hours at your center. We hope they have been beneficial to your students. We wanted to take this time of the year to reassess our partnership and find ways to make it stronger.

We believe that providing a tour of our center might be beneficial. This would allow you to visit our space and learn more in detail about all the services we provide.

The tour would be open to your staff, including student workers, as well as any students you would like to bring along. We typically schedule a tour for 1 hour, but we can also accommodate a shorter duration if time is an issue.

Let us know if you are interested, and we can coordinate the day and time that works best for you all.

I look forward to your response.

[INSERT FAREWELL]