

**SAMPLE INVITATION LETTER TO VOLUNTEERS**

Hello parents/guardians of [Insert School Name],

Did you know that 98% of children 8 years old and younger have access to some sort of smart mobile device at home? Or that 89% of teens have their own smart phone? Social media and digital access are extremely valuable to our students’ socio-emotional and academic learning. It’s time to meet them where they are.

We are looking for volunteers to help us during [Insert PTA Name]’s SmartTalk Conversations event, sponsored by Symantec [Insert Time], [Insert Date] at [Insert Location]. Thisevent nightwill be a fun, family-friendly event that encourages open and honest communication around digital safety.

Families should have a shared understanding of the ground rules for using digital devices and students should feel comfortable going to their parents to ask questions about what they see online. We want to help the students at [Insert School Name] stay safe online and hope you can help by volunteering your time to make this event a success!

Please respond to [INSERT NAME] by [INSERT DATE].

Sincerely,

[Insert PTA President’s Name]

[INSERT EMAIL AND PHONE NUMBER]