

Template for collaboration on an event that you are planning from start to finish

To: communityservice@ucmerced.edu

CC: pricillacardenas@ucmerced.edu

Subject: [position/job] Collaboration: [Service Event Name and Date]

Hello CEC Team,

I hope this message finds you well. My name is [Your Name], and I am a [Your Position/Job Title]. I am reaching out to express my interest in collaborating with your office for an event that I would like to plan from start to finish.

After reviewing the CEC calendar, I noticed that the week I'm aiming for is relatively open for you all. I would like to organize a [Event Name] on [Date] from [Time]. I have reached out to [Organization/group (off-campus) that will your service project will be serving] and they have stated that they are in need of [Service/project you are providing]. I will be providing [Items you will be providing for service event], and was hoping you could provide [Item you would like the CEC to provide (Markers, paper, etc.)] if you are able to.

As part of this collaboration, I would like the Community Engagement Center to [What would you like the CEC collaboration to look like (e.g. CEC office representative in attendance, CEC support with marketing, etc.)]. Please let me know if this is something you'd be able to participate in. I truly appreciate your time and consideration!

Best regards,
[Your Name]