

CLEO outreach email templates

CLEO

2026-10-09

From a chapter to a prospective host

Subject: Exploring technology-help visits at [community name]

Dear [contact name],

I am [name], [role] with [chapter name / a group working to start a CLEO chapter]. Computer Literacy Education Outreach connects students and seniors through practical technology education and conversation.

We would like to learn whether regular visits could be useful at [community name]. Volunteers can help participants practice everyday skills such as using a device, sending a message, or joining a video call. We follow CLEO's training and volunteer boundaries, including keeping financial transactions and sensitive account information outside volunteer tasks.

Could we arrange a short conversation about your residents' interests, a possible schedule, space, supervision, and the steps needed before visits begin? If someone else coordinates activities, I would appreciate an introduction.

You can learn about the program at [CLEO's website](#) and in the [chapter guides](#).

Thank you,

[Name, chapter role, and appropriate contact information]

From a host to a prospective school

Subject: Exploring a CLEO student service partnership

Dear [school contact],

[Community name] is interested in exploring a CLEO chapter relationship with students from [school name]. CLEO brings students and seniors together through patient, practical technology education.

Would you be able to connect us with an interested student team and an adult advisor? We would welcome a conversation about participants' needs, the school's club process, supervision, and a realistic schedule. The chapter would complete CLEO's required setup before beginning service.

The [Start a chapter guide](#) explains the process. If your school is interested, we can agree on an appropriate next conversation with CLEO National.

Thank you,

[Host representative's name, role, and contact information]

Before sending: personalize every bracketed field, check recipients, and describe the relationship accurately. Do not say a partnership or agreement is complete unless it is. These are message drafts, not automatic sends or agreements.