

## **Email Templates**

Please utilise the below email templates when responding to students about TuneFM opportunities. Substitute the word 'volunteering' for 'HASS102' or 'Work300' etc. depending on what the student is enquiring about.

### **Template to reach out to a student after we have received their details.**

Subject: TuneFM Volunteering Opportunity

Hi [Student Name],

Thank you for expressing interest in volunteering with TuneFM! We are always looking for enthusiastic and motivated students to join our team.

As a volunteer at TuneFM, you will have the opportunity to gain valuable experience in radio announcing, presenting, writing, editing, and social media. You will also have the chance to work with a talented team of professionals and learn about the inner workings of a radio station.

The next step is to set up an in-person meeting or Zoom meeting with Ben Lewis, our Operations Coordinator, to have a quick, 30-minute conversation about what you would like to do at Tune, your availability and your interests.

Please respond with a date and time that suits you so we can schedule in a chat.

We're looking forward to having you as part of our team!

[ TuneFM sign off]

### **Template to respond to a student reaching out to us.**

Hi [Student Name],

Thank you for reaching out to TuneFM about volunteering! We are always looking for enthusiastic and motivated students to join our team.

As a volunteer at TuneFM, you will have the opportunity to gain valuable experience in radio announcing, presenting, writing, editing, and social media. You will also have the chance to work with a talented team of professionals and learn about the inner workings of a radio station.

The next step is to set up an in-person meeting or Zoom meeting with Ben Lewis, our Operations Coordinator, to have a quick, 30-minute conversation about what you would like to do at Tune, your availability and your interests.

Please respond with a date and time that suits you so we can schedule in a chat.

We're looking forward to having you as part of our team!

[ TuneFM sign off]

**Template to respond to a student enquiring about what opportunities we offer.**

Hi [Student Name],

Thank you for expressing interest in opportunities at TuneFM! We are always looking for enthusiastic and motivated students to join our team.

As a volunteer at TuneFM, you will have the opportunity to gain valuable experience in radio announcing, presenting, writing, editing, and social media. You will also have the chance to work with a talented team of professionals and learn about the inner workings of a radio station.

We will work with you to design a schedule that suits your goals, interests and availability. You can specialise your experience or rotate across a range of roles including journalist, presenter, digital content creator, and producer and showrunner.

There are a variety of streams you can sign up with us through. If you want to integrate TuneFM with your university study, and if you are eligible to do so, you can join us through HASS102 or WORK300. Check out the unit listings for work-based learning units at UNE to view the requirements.

If you want to volunteer outside of your degree, you can join us as a volunteer. Volunteer positions have no experience or skill requirements and are open to all UNE students, both online and on-campus.

To get started, we'll arrange a quick, 30-minute conversation with Ben Lewis, our Operations Coordinator, to discuss your preferred mode of volunteering, availability and areas of interest.

If you're interested, please respond with a date and time that suits you so we can schedule in a chat.

We're looking forward to having you as part of our team!

[TuneFM sign-off]

**Template to follow up if no response is received.**

Subject: Volunteer Opportunity at TuneFM

Hi [Student Name],

I hope this email finds you well!

I'm writing to you today to check in and see if you're still interested in volunteering with TuneFM.

As you know, we are always looking for enthusiastic and motivated students to join our team. We offer a variety of volunteer opportunities, so you can find one that fits your interests and skills.

The next step is to set up an in-person meeting or Zoom meeting with our Operations Coordinator, Ben Lewis, so you can get started. Respond to this email to schedule a time that works for you.

We look forward to hearing from you soon!

[ TuneFM sign-off]