**Email inviting staff to attend post-event school visit**

Subject: Junior Volunteer Follow-up Visit – [DATE]

Dear all,

Following [EVENT] on [DATE], you set [SCHOOL/GROUP] with [TASK]. We have now arranged a date for a visit to see the work they have completed, and to collect any resources. We would like to offer you or one of your team members the opportunity to attend this visit and to offer each student their certificate of involvement.

Please could you let us know by [DATE] if you or someone from your team will be attending with us on the day, as we will be arranging travel to and from the location and will need to know numbers.

Kind Regards,