

# Sample Recruitment Materials

## I. Sample Meal Pack Recruitment Email/Letter

**Subject: Join [COMPANY NAME] for the 9/11 Day Meal Pack Event**

**Make a Difference on the Nation's Largest Day of Service**

Dear [Employee Name],

As we approach the anniversary of September 11, we reflect on a day that profoundly impacted our nation. In its aftermath, a remarkable spirit of unity and compassion emerged. To honor that spirit, and through the devoted efforts of the 9/11 Day organization, September 11 has been designated as a National Day of Service and Remembrance, inspiring millions to engage in acts of kindness and community service.

This year, [COMPANY NAME] is proud to participate in the 9/11 Day Meal Pack initiative, a nationwide effort organized by the nonprofit 9/11 Day. Together with volunteers across 25 cities, we aim to take part in packing over 9 million meals for individuals and families facing food insecurity, including military veterans and their loved ones.

We invite you to join us in [City/Cities] for this meaningful event. Each volunteer shift lasts approximately two hours, during which you'll help assemble nutritious, non-perishable meals for local food banks. It's a hands-on opportunity to make a tangible difference in our community.

[COMPANY NAME] will be participating in [City/Cities], and we hope you will fill one of our volunteer spots. To sign up or learn more, please visit [Registration Link]. Spaces are limited, so we encourage you to register soon.

Thank you for considering this opportunity to serve and remember. Together, we can honor the legacy of those we lost by bringing hope and help to those in need.

## II. Sample Intranet Communication/Post

**Subject: Join [COMPANY NAME] as we participate in the 9/11 Day Meal Pack, part of the nation's largest annual day of service and charitable engagement.**

In partnership with AmeriCorps and Feeding America-affiliated food banks, 9/11 Day brings together over 30,000 volunteers across 25 cities to pack more than 9 million healthy, non-perishable meals for individuals and families facing food insecurity. All meals will be distributed by local food bank partners within the communities where they are packed.

[COMPANY NAME] will be participating in the following cities: [Insert Cities]. We invite you to volunteer alongside your colleagues in this meaningful event. Each shift lasts approximately two hours, providing a hands-on opportunity to support those in need.

[Learn More and Register](#)

Note: Space is limited, so we encourage you to register as soon as possible.

Thank you for joining us in honoring the spirit of unity and service that emerged in the aftermath of September 11.