

SAMPLE EMAIL TO INTERESTED STUDENTS

[date]

Thank you for your interest in the Psychology Club at [High School name]. We are looking forward to an exciting 2025-2026 school year and hope that you will join us in a few weeks for our first meeting, a date and time for which will be announced via email and Instagram [insert @]. This past year was the pilot year for the Psychology Club. We listened to podcasts on forensic psychology and the science of well-being, invited guest speakers from local colleges on topics ranging from mental health to language development, watched films and documentaries dealing with themes relevant to many subfields in psychology, and arranged tutoring sessions for psychology students preparing for their exams. This year we will incorporate a Psychology Fair into our program! Students will conduct research on subjects of their own choice and then informally present their findings at the Fair. In addition, we anticipate planning a number of field trips, starting with a visit to a sleep laboratory.

Currently, many of our members are juniors and seniors as this is the population that makes up most of our Psychology courses at our school. We would also like to encourage sophomores not currently enrolled in a Psychology course to participate in the Psychology Club as a way of getting involved and learning more about this fascinating and uniquely interdisciplinary field. Members are expected to be present at all meetings and to participate in the Psychology Fair in order to remain in good standing and preserve their eligibility to earn service hours and graduation cords. Please feel free to contact [add teacher names and emails] with any questions.

We look forward to meeting you in person soon.

Sincerely,

[Add teacher name(s)]

This template was based on an original letter written by Laura Brandt, a past TOPSS Committee Chair.