**NCSEA OUTREACH EMAIL TEMPLATE**

You may use this template as a starting point for drafting an email to your local representative. We recommend that you copy this text into the body of an email.

**SUBJECT:** [SCHOOL] Mentorship Request for the SSBC

Dear [NCSEA CONTACT]:

My name is [FIRST AND LAST NAME], and I am a student at [SCHOOL] majoring in [MAJOR] with a concentration in [CONCENTRATION]. I am the [TEAM ROLE] of [SCHOOL]’s team for the Student Steel Bridge Competition (SSBC). This annual collegiate competition challenges student teams to design, fabricate, and construct a scale-model steel bridge that meets a set of project specifications.

NCSEA is a supporting affiliate of the SSBC, and I received your contact information as part of that partnership with the American Institute of Steel Construction (AISC) and the American Society of Civil Engineers (ASCE). Our team is looking for a practicing structural engineer who can serve as a mentor for our bridge project. As the representative for the [STRUCTURAL ENGINEERS ASSOCIATION NAME], we hope you can connect us with engineers in our area.

Our team is looking for a mentor to volunteer for one or more of the following roles:

[INSERT THE ROLES YOU WOULD LIKE FOR YOUR MENTOR TO FILL HERE:

EX:

* Serve as a general mentor on the main competition which includes design, fabrication, and construction elements.
* Review our design calculation package
* Offer advice on structural analysis software
* Serve as a guest speaker at a virtual team meeting to discuss real projects and careers in structural engineering]

We are very excited to learn from practicing structural engineers. If you have any questions or need additional information, please contact me directly. I would be happy to discuss the competition and our team’s specific needs in more detail. My email is [EMAIL] and my phone number is [PHONE NUMBER].

Thank you for your time, and I look forward to hearing from you.

Sincerely,

[FIRST NAME LAST NAME]