

**Volunteer Confirmation**

**Email Template**

***Please update the following and copy/paste into an email message to your volunteers:***

Hello Volunteers!

Thank you for signing-up to volunteer at EVENT NAME on EVENT DATE from START TIME to END TIME. Your help will be the key for a successful event and we look forward to seeing you there!

Here are a few additional event details for your reference:

**Location:** EVENT LOCATION ADDRESS (see ATTACHED MAP)

**Directions:** DRIVING DIRECTIONS

**Additional Info:**

* Please plan to arrive 10 minutes prior to the start of your volunteer shift to allow time for parking and walking to the event location.
* On arrival, please check-in with CHECK IN CONTACT NAME & LOCATION AT EVENT.
* Volunteers are asked to wear their volunteer t-shirt (if applicable), comfortable pants and closed toed, comfortable shoes. You will be issued a name tag when you check-in.
* We are counting on every single volunteer to have a successful event. However if unforeseen circumstances cause you to have to cancel or arrive late to the event, please call CONTACT NAME at CONTACT CELL PHONE so that we can plan accordingly.
* Events are exciting and sometimes unpredictable. Please be flexible during the event as you may be asked to fulfill a role that you did not originally sign-up for. We appreciate your flexibility!
* Please be sure to check-out with CONTACT NAME at the event at the end of your shift and before leaving so that we can appropriately place incoming volunteers.

Thank you for volunteering with Immunize Nevada and YOUR ORGANIZATION NAME to prevent disease and protect health!

YOUR NAME

YOUR EMAIL SIGNATURE