Hey there [[INSERT FIRST NAME]],

Thank you for signing up to volunteer with [[ORGANIZATION NAME, HYPERLINKED TO WEBSITE]] on **[[DATE]] from [[START TIME]] to [[END TIME]].** We are looking forward to meeting you and sharing more about the impact you’ll be making in our community.

**DIRECTIONS + PARKING**

Volunteers will be performing their service at this location:

[[BUILDING OR ORG. NAME]]

[[STREET ADDRESS]]

[[CITY, STATE, ZIP]]

We are located [[ON THE CORNER OF STREET INTERSECTION or ACROSS FROM XX or JUST PAST XX]]. Look for the [[DESCRIBE THE BUILDING COLOR/BRICK/2-STORY/ETC]].

We encourage you to use to use google maps to navigate to our location. Here’s a shortcut. [[<<HYPERLINK TO THE GOOGLE MAP ADDRESS]]

[[INSERT A MAP THAT’S ZOOMED OUT ENOUGH TO SHOW MAJOR HIGHWAY NAMES AND ZOOMED IN ENOUGH TO SHOW YOUR ACTUAL ADDRESS]]

Park in the [[GARAGE/LOT]] off [[STREET NAME]]. [[ADD ADDITIONAL PARKING INFORMATION LIKE WHICH SPOTS ARE OPEN TO VOLUNTEERS, WILL THEY NEED A TICKET, THE COST TO PARK, HOW TO VALIDATE PARKING TICKETS, ETC]]

After you park, look for the [[COLOR]] directional signs for volunteers that will direct you to the volunteer check-in station located [[WHERE IN THE BUILDING – JUST INSIDE THE FRONT DOORS, ON WHICH FLOOR, ETC]].

**HOW TO PREPARE**

We will provide the following to make your volunteer experience as enjoyable as possible.

* Water
* [[SNACKS, LUNCH AT WHAT TIME?]]
* [[TOOLS, SAFETY EQUIPMENT, ETC]]
* A [[HOW LONG]] welcome orientation

Please bring the following with you:

* [[WHAT TO WEAR – LAYERED CLOTHES, CLOSED TOE SHOES, COMFORTABLE, ALL BLACK, ETC]]
* [[YOUR OWN WATER BOTTLE]]
* Your signed waiver [[ATTACH TO THE EMAIL]]
* A desire to make a difference!

**WHAT TO EXPECT**

The work you’ll be doing will [[DESCRIBE THE IMPACT – EXAMPLE: SAVE ## LIVES, FEED ## PEOPLE, REDUCE POLLUTION, ETC]]. We are incredibly grateful for your willingness to volunteer with us, and we want you to feel like a member of our team. Together we will be [[DOING/PERFORMING/TACKLING]] the following:

* [[DESCRIBE TASKS IN GENERAL DETAIL + INCLUDE THE “WHY”]]
* EXAMPLE: Tilling the vegetable garden to prepare for the spring season
* EXAMPLE: Sorting food donations to pull out damaged goods
* EXAMPLE: Tutoring 6th graders to increase school attendance and math scores
* EXAMPLE: Canvassing a neighborhood to supply homeless persons with hygiene kits
* EXAMPLE: Framing and roofing a home for a vulnerable family of 5

If you have any questions before you arrive, or if you need to unregister from your volunteer shift, please reach out to:

[[FULL NAME

TITLE

EMAIL

PHONE]]

[[INSERT A PICTURE OF THIS PERSON TOO!]]

See you soon,