

“Who are the _____ volunteers?”

Dear Volunteer:

Congratulations on your decision to volunteer with _____! You’re beginning an interesting, challenging and rewarding experience. Because I know you have many questions about membership, we hope you will find this information letter helpful! Your fellow club leaders are excited to have you join and share our mission of “_____” that is now entering the ___ year of service to our community!

Please feel free to ask any questions at any time, to a fellow volunteer or just call at (XXX-123-4567) or visit me at our office (600 East Main Street, Scottsburg). Our staff assistants are also ready to greet and assist you when you arrive at our facilities. If you like, you may also e-mail us at ces-Jasper@uky.edu or visit our website, where you will find the homepage link for current information, forms and other helpful items at www.ourhomepage.com

Again, welcome to our organization! Our new membership slogan is “_____” and provides the focus for what I hope will be a warm welcome to the organization! I look forward to meeting with you soon!

Sincerely,

*Janie Johnson
Volunteer Administrator*