

Suggested Reply eMail to Volunteer Requests

Dear **(Volunteer Name)**.

Thank you for your interest in volunteering for the ***SOCIAL for Adults with Autism and Their Caregivers*** on **(date here)**. The event is located at the **(venue name here)**. (There is no charge for parking and the event is cost-free for everyone. **(If applicable)**)

Please plan to arrive at **time a.m./p.m.** to help set up for the event. At **(time)**, there will be an orientation for all volunteers. Guests will arrive at **a.m./p.m.** and the SOCIAL ends at 5:00 p.m. **Please help to clean up after the guests leave.** A Community Service Certificate will be given to you when you sign out at the registration table.

Attached, please find:

- a volunteer application
- a list of volunteer positions needed
- the event flyer and driving directions

Please be flexible if you are unable to be assigned to a requested job. You will be registered as a volunteer when your application is received **at least two days prior to the event**. Please complete the application and send it to **email address**. if you want additional information or need to cancel, please contact us, as soon as possible.,

Thank you for your interest in supporting this event. I look forward to seeing you there.

Regards,

Name
Title