



Hello Agencies,

Thank you for participating in Day of Caring 2020. In the past we've received feedback that the volunteers do not receive any communication from the agency they have signed up for. This could be because some volunteer group sign up as a group and not all provide email addresses. We encourage you to communicate directly with your volunteers as soon as your project is full and a few times prior to your project. Below is an email template for your use to communicate with the volunteers regarding your project details, plan B in case of inclement weather, what they should expect for you and your expectations from them.

Please follow the steps below to export your volunteer's information and use your own email for the best means of communication. If you use the Volunteer Peninsula internal 'Email these Users' or 'Message Responders' all of their replies will come back to me at Volunteer Peninsula and create a delayed response.

**EMAIL TEMPLATE:**

Hello Volunteers!

Thank you for signing up for **(Your Agency Name)**'s Day of Caring 2020 project. We are thrilled to be working with you this year. Below you will find all the details for the project and my contact information. If you signed up for your group we may not have everyone's email address, please forward this email to the rest of your group so they have all of the information. If you have a question at any time, please contact me.

**Agency Name:**

**Agency Contact Name:**

**Agency Contact Phone Number (office/cell):**

**Agency Contact Email:**

**Project Details**

**Date:**

**Location/Address:**

**Start Time:**

**Estimated number of hours to complete:**

**Project Description:**

**PPE Required for Volunteer to bring:** (i.e.: Face covering)

**PPE Provided for Volunteer:** (i.e.: Gloves)

**Helpful materials/tools volunteers can bring:** (i.e.: wheelbarrow, work gloves, garden rack...ect)

**Materials that will be provided for the project:** (i.e.: paint, paint brush, mulch, flowers...)

**Volunteer dress code:**

**Inclement Weather Plan:** In the chance that we have less than ideal weather we will (i.e.: move our project to the following Friday. OR We have several indoor options that allow for social distancing.)

Please feel free to add anything else you'd like.

### **How to export volunteer email addresses**

Here is a quick video to show you the below steps- <https://youtu.be/B32FzYY8fK4>

- Login to Volunteer Peninsula
- Select 'MY AGENCY' from the top tool bar
- Select 'Volunteer Opportunities' within the Agency Toolbar
- Select 'Responses' under the project name
- Check the box next to 'USER' to select all volunteer names.
- Select 'EXPORT RESPONSES' from the top of the pop out window
- An excel spreadsheet will download.
  - Open the spreadsheet
  - Select all of the email addresses and 'Copy and Paste' into the TO/CC/BCC box into your email.
  - Copy and Paste the above template, make the appropriate edits, and send.

If you have any questions or difficulties, please let me know.

Thank you,

Katie Schubert

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