



**AS APPLICATIONS ARE RECEIVED**

Hello <VOLUNTEER APPLICANT’S NAME> (PERSONALIZE IF POSSIBLE)

Thank you for applying to volunteer for Gutsy Walk (CITY NAME). We are currently planning all of our final elements for the Walk which will take place on Sunday June 5th, 2016.

We are happy you’ve signed up. Volunteering is always more fun if you bring friends and family along. If you know others who might want to join the fun, simply direct them to [www.crohnsandcolitis.ca/volunteer](http://www.crohnsandcolitis.ca/volunteer) to register.

We will be in touch with you shortly to finalize details on the role you would like to play on event day. We will provide you with a reminder emails 2 weeks before and 3 days before the event. If anything should change with your situation before that time or if you have any questions, please let us know.

Yours truly,

<NAME OF GUTSY WALK VOLUNTEER CAPTAIN>

Gutsy Walk (city name)





**4 WEEKS OR MORE BEFORE GUTSY WALK**

Hello <INSERT VOLUNTEER NAME> *or* <GENERIC “VOLUNTEER” GREETING>:

Thank you for volunteering for Gutsy Walk (city name). We are just (INSERT # OF WEEKS) weeks away from what promises to be wonderful day of walkers coming together who have raised money to find a cure for Crohn’s disease and ulcerative colitis. We appreciate that you offered to help us bring this day to life.

Currently we are scheduling volunteers where we need them most and will do our best to meet any special requests to participate. We ask that you be **flexible** as all roles on this day are important and will play a valuable part in the success of this event.   
  
Here are just a few areas where you may be assigned:

* Greeter
* Registration
* Kids Area
* Walk route
* Entertainment
* Food station
* *INDICATE ANY OTHER AREAS HERE*

<*if you are using an online scheduling tool like VolunteerSpot, feel free to insert link here*>  
  
We are still looking for volunteers for this event, so if you know anyone who would be interested in volunteering with you or perhaps at one of over 60 walk site locations across Canada, have them visit [www.crohnsandcolitis.ca/volunteer](http://www.crohnsandcolitis.ca/volunteer) to register!

Yours truly,

<NAME OF GUTSY WALK VOLUNTEER CAPTAIN>

Gutsy Walk (city name)





**SEVEN DAYS BEFORE GUTSY WALK**

**GUTSY WALK (CITY NAME) CONFIRMATION E-MAIL SIGNATURE – CUT & PASTE**

Hello <INSERT VOLUNTEER NAME> *or* <GENERIC “VOLUNTEER” GREETING>:

Just a reminder that you are confirmed to participate at the Gutsy Walk (city name) coming up on **Sunday June 5th, 2016**. We are grateful that you are volunteering and look forward to seeing you there! Your Gutsy Walk committee will need help in a variety of areas, so please remain **flexible** throughout your shift as we may need to make changes to ensure this event runs successfully.

Currently we have you scheduled to participate in the following area(s):

* Greeter (provide time range)
* Water Station (provide time range)
* Kids Area (provide time range)

The Gutsy Walk will begin at (INSERT TIME) at this location (INSERT GOOGLE MAP LINK OF VENUE). Please look for your Volunteer Captain (INSERT NAME) who can be reached at (INSERT PHONE NUMBER/CONTACT DETAILS). Some helpful tips on what to wear and bring on event day is attached (INSERT EVENT DAY INFORMATION). Please be sure to review this so that you are prepared for a great day!

All volunteers will meet at (INSERT LOCATION AND MAP LINK)

We are counting on you to be there!

Thank you once again for volunteering for Gutsy Walk (city name)!

Yours truly,

NAME OF GUTSY WALK VOLUNTEER CAPTAIN

Gutsy Walk (city name)

<Note: if you use a scheduling system like VolunteerSpot, it will automatically take care of reminder emails!>