



**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 2, 2019.

We are happy you 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 email two weeks before and three 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 (INSERT # OF WEEKS) weeks away from what promises to be wonderful day of walkers coming together who have raised money to find cures for Crohn’s disease and ulcerative colitis. We appreciate 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 please be **flexible** as all roles on this day are important and will play a valuable part in the success of this event.

A few of the roles we are seeking support for include:

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

<*if you are using an online scheduling tool like SignUp.com 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 you are confirmed to participate at the Gutsy Walk (city name) coming up on **Sunday June 2, 2019**. We are grateful you are volunteering with us 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, you are set 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 you can reach at (INSERT PHONE NUMBER/CONTACT DETAILS). Helpful tips on what to wear and bring on event day is attached (INSERT EVENT DAY INFORMATION). Please be sure to review the tip sheet to help prepare for a great day!

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

We are counting on you to be there!

Once again, thank you 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 SignUp.com, it will automatically take care of reminder emails!>