

Emailing Volunteers

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How to Engage with Volunteer Applicants

As a sport organization advertising opportunities on *Sport Volunteer Hub*, it is your responsibility to respond to **all** volunteer applicants whether successful or not. Check out our best practices for emailing potential volunteers.

Best practices for responding to volunteer applications:

- Respond within 7 business days.
- Personalize the email (e.g., adding the recipient's name).
- Write approachable and friendly emails.
- Express gratitude.
- Be concise.
- Be accessible- foster two-way communication.

Email Templates

Use the following email templates at your discretion to engage with your volunteers. Emailing your volunteers is a simple, inexpensive and direct way to connect with your current and potential volunteers. Below are templates and you are invited to edit and personalize the emails based on your needs.

Email Accepting Volunteer

Hello,

Thank you for your interest in [*Volunteer Opportunity*] from the Sport Volunteer Hub posting. We are pleased to inform you that you have been selected for [*Volunteer Opportunity*]. We are excited that you are interested in volunteering for [*sport organization/event*] and helping to make a difference in our community.

[Include next steps/shift details]

On behalf of *[sport organization]*, we would like to extend our welcome to you and look forward to working with you.

Please reach out to *[Contact Email]* with any questions.

Sincerely,

[Name/Sport Organization]

Email Rejecting Volunteer

Hello,

Thank you for your interest in *[Volunteer Opportunity]* from the Sport Volunteer Hub posting. Unfortunately, *[you were not selected for this opportunity; the position has been filled; you do not meet the necessary qualifications]*.

We hope you will apply for other volunteer opportunities with *[sport organization]* in the future and appreciate your interest.

Please reach out to *[Contact Email]* with any questions.

Sincerely,

[Name/Sport Organization]

Email Thanking Event Volunteer

Hello,

Thank you for volunteering at [*Volunteer Opportunity*]. We are grateful you chose to donate your time and energy to our [*sport organization*]! Not only do your efforts support our event and organization, but it also supports our entire community.

We hope you choose to volunteer at more events with us in the future!

Sincerely,

[*Name/Sport Organization*]

Email Thanking Volunteer Coach/Committee

[*Volunteer Name*],

Thank you for your hard work on [*coaching staff/committee*]! [*sport organization*] wouldn't be able to fulfill our mission of [*mission*] without the commitment and generosity of volunteers like you. Your efforts contribute significantly to our [*team's/sport organization's*] success.

Thank you for all that you do for and alongside us! We hope that you continue to volunteer with us in the future.

Sincerely,

[*Name/Sport Organization*]