**THANK VOLUNTEERS FOR CHOOSING TO VOLUNTEER
(PRE-VOLUNTEER)**

Once you have found a potential person for a role, it is time to reach out to the candidate. Ideally, ***the person should be contacted in person or over the phone.***

If that is not possible; this email can be used to inform the candidate of our interest and set up a time for you to call. This email has been specifically designed for a younger volunteer audience and should be used for candidates that are below the age of 39. The below copy has been created for your use but feel free to edit and personalize the copy as you see fit. The email should be copy and pasted into whatever email system you normally use.

Please note: this email states that someone from the TSA will contact them over the next few days. If that is not the case, please adjust that sentence to a valid timeline and be as specific as possible. If possible, give a specific date and time for when you will be calling. This will increase the chances of the volunteer being available and ready to take your call when you reach out.

**INSTRUCTIONS FOR USE**

**Step 1:** Compose a new email message in Outlook.

**Step 2:** From this document, select and copy (Ctrl+C) the “Subject Line” (or preferred option). Paste it (Ctrl+V) into the Subject field of the new email message.

**Step 3:** From this document, select and copy the “Pre-Header” (pick one option) text and paste it into the message body of the new email message.

**Step 4:** From this document, select and copy the “Headline” (pick one option) text and paste it into the message body after the Pre-Header text.

**Step 5:** From this document, select and copy the “Message Body” text and paste it into the message body after the Headline text.

**Step 6:** Change the template salutation ( <<Ms. Sample>> ) with the proper name and salutation of the recipient.

**Step7:** Ensure your standard email signature is used to sign-off the email message.

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**SUBJECT LINE OPTIONS:**

Thank you for your interest in volunteering
Welcome to a life-changing experience

**PRE-HEADER:**

**Volunteering Behind the Shield changes lives.**

**HEADLINE OPTIONS:**

**Thank you for wanting to be part of something bigger.**

**Thank you for joining our wonderful community of volunteers.**

**Welcome to a life-changing experience.**

**MESSAGE BODY:**

Dear <<Ms. Sample>>,

Thank you for choosing to join The Salvation Army’s community of dedicated and compassionate volunteers.

The Salvation Army operates on the frontlines of human need. When people fall into despair and have nowhere else to turn, we are there. Without judgement. Without fail.

By joining our community of volunteers Behind the Shield, you will help lift up individuals and families in your community who are struggling with homelessness, poverty, addiction and mental health issues. Volunteering with us, you will make a significant difference in the lives of vulnerable people — and in your own life journey as well.

Across Canada, volunteers like you are the driving force behind The Salvation Army — serving in our shelters, food banks, Christmas programs, thrift stores, and more.

A Salvation Army staff member will contact you in the next few days to discuss your interests, the skills you’d like to build or share, and your availability.

Thank you again for joining our Behind the Shield volunteer community.

<<Your Email Signature>>