

# Volunteer Instruction Manual

Date: \_\_\_\_\_

Dear Volunteer,

Thank you for your willingness to join us in making a difference in our community. This manual is designed to provide you with all the information you need to be an effective volunteer.

## Your Role

As a volunteer, you will be responsible for \_\_\_\_\_. Please ensure you review the tasks assigned to you thoroughly.

## Important Policies

- Be punctual and arrive on time.
- Dress appropriately for your tasks.
- Always communicate any issues to your supervisor immediately.

## Contact Information

For any questions, please contact:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Thank You!

We appreciate your time and commitment. Together, we can make a significant impact!

Sincerely,

Your Organization's Name