

# Volunteer Preparation Checklist

Dear [Volunteer Name],

Thank you for signing up to volunteer with us! To ensure that you are fully prepared for your upcoming volunteer activities, please review the checklist below:

## Checklist:

- **Confirm Your Schedule:** Review the dates and times you will be volunteering.
- **Read the Volunteer Guidelines:** Familiarize yourself with our policies and procedures.
- **Attend Orientation:** Confirm your attendance at the orientation session on [Date].
- **Gather Required Materials:** Bring any necessary items such as a water bottle, snacks, and a volunteer badge.
- **Dress Appropriately:** Wear comfortable clothes and closed-toe shoes.
- **Contact Information:** Make sure we have your updated contact details.

We appreciate your commitment and look forward to having you on board!

Sincerely,

[Your Organization Name]

[Your Contact Information]