

Volunteer Commitment Expectations

Dear [Volunteer Name],

Thank you for your willingness to volunteer with [Organization Name]. We are excited to have you on board! To ensure a smooth and successful experience for both you and our team, we would like to outline our expectations regarding your commitment as a volunteer.

Commitment Expectations

- **Scheduled Hours:** We request that you commit to a minimum of [number] hours per week/month.
- **Punctuality:** Please arrive on time for your scheduled shifts to ensure operations run smoothly.
- **Communication:** If you cannot make it to a scheduled shift, please notify us at least [number] hours in advance.
- **Training:** Attend all training sessions and meetings as required to stay informed and prepared.
- **Teamwork:** Collaborate with fellow volunteers and staff, fostering a positive and supportive environment.

We appreciate your commitment and look forward to working together to make a difference in our community. Please sign below to acknowledge your understanding of these commitments.

[Volunteer Name]

Date: _____

Thank you again for your dedication!

Sincerely,
[Your Name]
[Your Position]
[Organization Name]