

# Volunteer Handbook Handout

Date: [Insert Date]

Dear [Volunteer Name],

Thank you for your commitment to our organization. We are thrilled to have you on board as a volunteer!

Enclosed is your Volunteer Handbook, which contains essential information regarding our policies, procedures, and expectations. Please take the time to read through it carefully.

## Handout Details:

- Introduction to Our Organization
- Volunteer Roles and Responsibilities
- Code of Conduct
- Emergency Procedures
- Communication Guidelines
- Frequently Asked Questions

Should you have any questions, feel free to reach out to [Contact Name] at [Contact Email] or [Contact Phone Number].

We appreciate your time and effort in volunteering with us. Together, we can make a difference!

Warm regards,

[Your Organization Name]

[Your Name]

[Your Title]