

Cleanup Crew Coordination for School Fundraiser

Dear [Volunteer Name],

Thank you for signing up to be a part of our cleanup crew for the upcoming [Event Name] fundraiser on [Date]. Your support is greatly appreciated and crucial to the success of our event.

To ensure everything runs smoothly, we would like to provide you with the following details:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Meeting Point:** [Location]
- **What to Bring:** [List any supplies needed]

We will be responsible for cleaning up the venue and ensuring all trash is disposed of properly. Additionally, please wear comfortable clothing and shoes suitable for work.

If you have any questions or concerns, feel free to reach out to me at [Your Email] or [Your Phone Number].

Thank you again for your commitment. We look forward to working together to make this fundraiser a success!

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]