

# Volunteer Expectations

Date: [Insert Date]

Dear [Volunteer Name],

We are thrilled to have you join our organization as a volunteer. Your contributions are invaluable to us, and we would like to outline the expectations we have to ensure a successful experience for both you and our team.

## Volunteer Responsibilities

- Commit to the agreed schedule and inform us in advance of any changes.
- Complete the assigned tasks to the best of your ability.
- Maintain a positive and professional demeanor while representing our organization.
- Communicate openly with the team about challenges or concerns.
- Attend training sessions and meetings as required.

## Code of Conduct

- Respect the confidentiality of our organization and its participants.
- Be courteous and respectful to all staff, volunteers, and community members.
- Avoid discriminatory behavior in any form.

## Support

We are here to support you! If you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your commitment to our cause. We look forward to working together!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]