

# Volunteer Celebration and Acknowledgment Proposal

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Proposal for Volunteer Celebration and Acknowledgment Event

## Introduction

We would like to express our heartfelt appreciation for the tremendous efforts put forth by our volunteers throughout the year. To commemorate their service and dedication, we propose a Volunteer Celebration and Acknowledgment event.

## Event Details

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Proposed Location]
- **Agenda:** [Brief Overview of the Activities planned]

## Objectives

The primary objectives of the event are:

1. To recognize and celebrate the hard work of our volunteers.
2. To foster a sense of community and belonging.
3. To motivate and inspire current and future volunteers.

## Budget

A proposed budget outline is included below:

- Venue Rental: [Cost]
- Food and Beverages: [Cost]
- Decorations: [Cost]
- Marketing Materials: [Cost]
- Total Estimated Cost: [Total Cost]

## **Conclusion**

We believe that this event will not only honor our volunteers but also strengthen our community ties. We kindly request your approval of this proposal to move forward with the planning.

Thank you for considering this important celebration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]