Date: _____ / _____ / _____

Dear Chairperson: _____ Service: _____

Listed below is the name of a new volunteer that is interested in your service.

Name: _____

Address: _____

_____

_____

Phone: _____

Please contact as soon as possible. If your service is full, call and let this volunteer know. Complete the reverse side and return to the director of volunteers. By _____.
date

– over –

Thank you,
Director of Volunteers

(M-410 12/14)

Date: _____ / _____ / _____

Dear Chairperson: _____ Service: _____

Listed below is the name of a new volunteer that is interested in your service.

Name: _____

Address: _____

_____

_____

Phone: _____

Please contact as soon as possible. If your service is full, call and let this volunteer know. Complete the reverse side and return to the director of volunteers. By _____.
date

– over –

Thank you,
Director of Volunteers

(M-410 12/14)

Result of Contact

This person has been placed in my service: ☐ Yes ☐ No

If no, explain: _____
_____
_____

If yes, show scheduled days/hours: _____
_____
_____

Comments: _____
_____
_____

Signed: _____, Service Chairperson

Date: _____ / _____ / _____

Result of Contact

This person has been placed in my service: ☐ Yes ☐ No

If no, explain: _____
_____
_____

If yes, show scheduled days/hours: _____
_____
_____

Comments: _____
_____
_____

Signed: _____, Service Chairperson

Date: _____ / _____ / _____