

Date: ____ / ____ / ____

Dear Chairperson: _____ Service: _____

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

Name: _____

Address: _____

City, State, Zip _____

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 1/15)

Date: ____ / ____ / ____

Dear Chairperson: _____ Service: _____

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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 1/15)

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: ____ / ____ / ____