|  |
| --- |
| **Page 1** |

**Thanking Volunteers**

Courtesy of VolWeb.ca

THANK YOU APPRECIATION IDEAS:

The following list details some of the many appreciation ideas you can implement to thank your

volunteers for their time and energy.

• Hand written thank you cards and notes

• Personalized certificates recognizing the volunteer’s work

• Student recognition certificates sent to schools of youth volunteers

• Food and other goodies

• Gift certificates and tickets

• Recognition meal with the event organizing staff and all the volunteers

• A “thought-you’d-like-to-know” letter to the volunteer’s employer acknowledging

his/her positive contribution for volunteers who performed exceptionally

SAMPLE THANK YOU LETTER

Here is a template for thank you letters to your volunteers. It is important to personalize the

letter so that volunteers feel their contribution to the event was significant and appreciated.

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE, PROVINCE]

[COUNTRY]

Dear [NAME]:

On behalf of [ORGANIZATION NAME], I would like to personally thank you for your recent

contribution at [EVENT]. This event could not have been a success without the help of you and

the many other volunteers who donated their time.

[USE NEXT PARAGRAPH OR TWO TO HIGHLIGHT SPECIFIC ACCOMPLISHMENTS OF ALL THE

VOLUNTEERS. CONSIDER THANKING PARTICULAR PEOPLE BY NAME, SUCH AS THOSE WHO

VOLUNTEERED THE MOST TIME OR THOSE WHO MADE A PARTICULARLY SIGNIFICANT

CONTRIBUTION.]

Once again, [ORGANIZATION NAME] thanks you for your efforts and contribution!

Sincerely,

[NAME]

[TITLE]