



10 TYPES OF EMAILS YOU SHOULD SEND TO YOUR VOLUNTEERS

1. WELCOME EMAIL

When a volunteer first joins, welcome them onboard with an email! This helps create a good first impression and introduce your organisation to the newcomer.



2. SIGN-UP CONFIRMATION EMAIL



A good confirmation email should be sent immediately, or at least within 10 minutes of the volunteer signing up for your event. It's also helpful to provide clear instructions so they know what to do and expect.

3. REMINDER EMAIL

To improve attendance rate and prevent volunteers from forgetting and not showing up for an event they signed up for, send them an email 1-3 days before the event to gently remind them.



4. THANK YOU EMAIL



What better way to show gratitude to your volunteers than to send them a sweet thank you message after the event? This shows appreciation to volunteers, and encourages them to continue volunteering with you.

5. FEEDBACK EMAIL

It's important to follow up after events! Send an email with a survey or form to gather feedback from volunteers about your event.



6. FEATURE A VOLUNTEER EMAIL



Get to know your volunteers by interviewing regular volunteers, and feature their stories. This not only gives recognition to volunteers, but also inspires other volunteers to contribute.

7. ANNOUNCEMENT EMAIL

Announce key milestones, news, events and volunteering opportunities to keep volunteers updated and engaged!



8. SPECIAL OCCASION EMAIL



Special occasions and festivals like anniversaries, New Year and Christmas are great times to send a holiday greeting to your volunteers and also remind them about upcoming events.

9. RE-ENGAGEMENT EMAIL

Do you have volunteers who have been inactive for a period of time? Inspire them to start volunteering again with a timely re-engagement email.



10. GOODBYE EMAIL



Many organisations neglect this, but when a volunteer decides to leave or withdraw, you should check in with them to ask why. You may even be able to win them back! Even if they decide to leave, remind them they are always welcome to join back again.

Transform the way you communicate with your volunteers with our volunteer engagement and analytics software today!
<https://workspace.bantu.life>