

1. **Follow-up Email to Prospective Volunteer**

Hello (Volunteer Name),

I know that you were scheduled to meet with (supervisor's name) on (date, day, etc.) to further discuss the volunteer opportunities and your interests, skills and availability. I thought that this would be a good match, and I look forward to hearing from you. If this is the opportunity for you, then I will check in with you periodically to be sure that you are enjoying your volunteering.

If you want to explore more options, let me know and I will search for another match for you. Please remember that I will be here to work with you until you find the most satisfying volunteer position.

It is a pleasure working with you.

(Volunteer Coordinator's name)

2. **Follow-up Email to Supervisor** *(after you have emailed/heard from the volunteer)*

Hello (Supervisor Name),

How was your scheduled meeting with (volunteer name) on (date, day)? This seemed to be a good match and I look forward to hearing comments from you.

If you feel that (volunteer name) will meet your volunteer need, please let me know. I will check in with you periodically to see how (volunteer's name) is doing. However, if this volunteer is not a good fit for the position, the search will continue for another match to meet your needs.

Please send the details of any other volunteer openings that you have so that I may list them in our recruitment materials and volunteer opportunities website, and refer other potential volunteers with the skills and interest that you require.

It is a pleasure working with you,

(Volunteer Coordinator's name)