Sample Confirmation Letter

From the Food Team Workbook

Kaboom.org

"Project Playspace: Giving Kids a Place of Their Own"
Project Playspace
123 Main St.
Anytown, USA 12345
Phone: (888) 555-2222 Email: project.Playspace@yahoo.com Web: www.projectPlayspace.org

Month, Date, Year

Dear [Donor]:
Thank you for agreeing to provide [donated food items] for [#] volunteers building the [Name of Project] playspace on [date]. Without your generosity, this project would not be possible! Our volunteers will be excited to break for your meal after all of their hard work building the playspace.

As we discussed, you can drop off the food at the playspace site between 11:00 a.m. and 11:15 a.m. Please ask a member of the Food Team to help you once you arrive. I have attached a map and my contact information where I can be reached during the day of the build.

Unless I hear differently, I will assume you are generously bringing the following items.
Box lunches for 100
10 Bags of Ice
200 Napkins
125 Cups
75 Apples
4 Coolers
Plastic Utensils for 100

The week before the actual playground build, I will call again to reconfirm these arrangements and to give you any last minute details you may need. We will also be printing your name on the sponsor banner that will be hung during the Ribbon-Cutting Ceremony at 4:00 p.m. the afternoon of [date]. Your name will appear this way: [Name]. Please notify us of any changes. We hope you will be able to attend this joyous event!

Thanks again for your generosity. I look forward to working with you in the next few months. Please call [phone number] if you have any additional questions.

Best Wishes,
[Name], Food Team Captain

Sample Recruitment Timeline
From the KaBOOM! Toolkit: Volunteer Recruitment
www.kaboom.org

There’s lots to get done before the big Build Day! Use the task sheet below as a jumping-off point for a timeline. Write in deadlines for each task and add in other tasks that aren’t listed.

Your Deadline

Tasks To Be Completed
By: _________________________

Estimate Number of Volunteers Needed
By: _________________________

Create Recruitment Strategy
By: _________________________

Recruitment Team Meeting #1
By: _________________________

Post Flyers for Playspace Community Meeting
By: _________________________

Approach Selected Businesses, Organizations
By: _________________________

Playspace Community Meeting
By: _________________________

Follow Up with All New Volunteers
By: _________________________

Recruitment Team Meeting #2
By: _________________________

Schedule Regular Volunteer Activities
By: _________________________

Get Approval for Information Booths at Local Events
By: _________________________

Playspace Recruitment Event/Volunteer Activity
By: _________________________

Recruitment Team Meeting #3
By: _________________________

Order Build Day T-Shirts for Volunteers
By: _________________________

Pre-Assign Volunteers to Teams
By: _________________________

Create Volunteer-Registration System for Build Day(s)
By: _________________________

Complete Recruitment Process
By: _________________________

Purchase Build Day Supplies
By: _________________________

Place Volunteer Confirmation Calls
By: _________________________

BUILD DAYS!!
By: _________________________

Send Thank You’s