**Example Standard Enquiry Email + Registration Form and Role description attachment**

Hello!

Thanks for your interest in volunteering with CHARITY. Please take a few minutes to read through this email and attachments to get a really good idea about who we are and what we’d like you to support us with.

**Who is THIS CHARITY?**

We are a charity that supports a variety of different groups in the community etc……………………………………………………………………………..

**Volunteering as THIS ROLE**

We have attached a full role description of this volunteering position for your information so please take a look. There are a couple of things we would like to highlight to you:

1. Highlight deal breakers such as
2. Days and times
3. Location
4. commitment.

**The Application Process**

Now you have read through all the information, here’s what you have to do next if you want to apply for this role:

1. Complete the attached application form and return to us at [volunteering@ourcharity.org.uk](mailto:volunteering@ourcharity.org.uk) along with a copy of your CV.
2. We try to run training every month so here’s our training schedule. Please let us know when you can join us for training. *NOTE: Places are limited due to space constraints.*

|  |  |
| --- | --- |
| **Training Date and Time** | **Location** |
| Wednesday 13 January 2016 18:30 – 20:00 |  |
| Tuesday 9 February 2016 18:00 – 19:30 |  |
| Wednesday 09 March 2016 18:30 – 20:00 |  |

1. Once you have attended training we will invite you in for an informal interview and undertake reference checks and a DBS (Police) check.

That’s it. Once you have done that you will be ready for volunteering.

Thanks again for your interest and we look forward to hearing from you.