2024 Volunteer Appreciation Email Template

Instructions:

1. Open your favorite email program and create a new email. Be sure to **enter the email address of the volunteer** your Girl Scout would like to recognize **into the “To” field**.
2. Copy, paste, and customize the [red sections] of the **subject line** and **message body** or create your own. Here are some questions you can ask your Girl Scout to get you started:
* Who is your favorite Girl Scout leader?
* What did you most appreciate this leader doing for your troop this year?
* What have you gained the confidence to do this year?
* What was your favorite memory from Girl Scouting this year?
1. Put the final touches on the email by including the [header image](https://www.girlscouts.org/content/dam/gsusa/images/members/parents-families/24_VolunteerWeek_FamilyToolkit_CaregiverEmailTemplate_Header_1280x600.jpg) with the email. To do that, save or copy the image onto your device, then paste, insert, or attach the image into the email.

Once you’re done, send it to a volunteer to show your appreciation!

Subject Line: A big thank you from [Your Name]!

Header Image:



Message Body:

Dear [Volunteer Name],

Happy Volunteer Appreciation Month! I wanted to reach out and personally thank you for helping [Girl Scout’s First Name] grow and thrive this year.

She really appreciated when you [Details Here]! Thanks to your guidance and support, she has felt confident enough to [Details Here]. Her favorite memory with you this year was [Details Here].

I’m really glad that you’re her [Volunteer Position Title e.g. Troop Leader, Cookie Volunteer, etc.]. Thanks for all you do!

Sincerely,

[Girl Scout’s First Name and Last Initial]’s caregiver