**Request for Volunteers Email Template**

Hi Dr. <Last Name>:

I’m reaching out because the <Society> (<Society acronym>) is looking for volunteers. We have a variety of volunteer roles available. It would be great to have your input and participation!

We understand that our members might have different availability or preferences for volunteering, so I have listed below available traditional volunteer opportunities as well as micro-volunteer opportunities. Micro-volunteer opportunities often require less time for tasks or tasks may not be as frequent as those for traditional volunteer roles.

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| --- | --- |
| **Traditional Volunteer Opportunities**  (*insert the applicable roles within your society*)   * Treasurer * Secretary * Membership Chair * New Dentist Chair | **Micro-Volunteer Opportunities**  (*insert the applicable roles within your society*)   * Social media manager * Greeter at events * Make phone calls to promote <society acronym> social or CE programs |

**Are you interested in any of the above volunteer opportunities?** Please share any role in which you are interested. If you would like additional details about any of these opportunities, please let me know and I can forward descriptions.

As a volunteer, you could be asked to attend committee meetings or fulfill a specific assignment. <Society> meetings are typically held in <month> and <month> (*change to suit your terms*). <Society acronym> provides a complimentary meal in conjunction with these meetings but does not reimburse travel.

Sharing your time and expertise with your local society provides you unique opportunities to connect with colleagues and build a valuable network in your community. Thank you for your time and consideration. I look forward to hearing from you.

Best regards,

<full name>, <degree>

<your volunteer role>, <Society>