

## **April 2023 – Toolkit Appreciation for Chapter Volunteers**

April is National Volunteer Month, and  
Volunteer Appreciation Week 2023 is from April 16-22



We want to provide you, our chapter leaders, with the best resources to help your membership marketing efforts around recruitment, engagement, and retention. Towards that goal, this month’s Toolkit focuses on ways to show appreciation to your volunteers. Volunteers are indeed the lifeblood of an organization, and with the busy pace of nonprofit life, it’s easy to overlook their contributions. That’s why we developed this kit – to make it easier to recognize, thank and appreciate your volunteers during Volunteer Appreciation Month in April, or anytime of the year. We recommend you do it often because thanks and appreciation can go a long way to keep your members happy and well-appreciated.

### **What ACEP is doing to recognize its volunteers during Volunteer Appreciation Week (April 16-22, 2023)**

- [Landing page](#) celebrating our “rock star” volunteers
- “Why I Serve” video highlighting five volunteer leaders
- Recorded thank you message from Dr. Kang (ACEP website and social)
- Personalized email from Sue to our current volunteers thanking them for their service
- Personal, handwritten notes from ACEP staff to volunteers

## **Chapter Toolkit Resources for Volunteer Appreciation**

- [Custom Sample Handwritten Note](#)
- [General Email Template to send to Chapter Volunteers](#)
- [Words to Express Your Thankfulness to Your Volunteers](#)

## **Additional Article Resources/Podcast for Inspiration**

- [Three Ways to Make the Most of National Volunteer Week](#)
- [Creative Ways to Say Thanks to Your Volunteers](#)
- [Volunteer Appreciation: A Little Can Go a Long Way \(The Joy of Membership Podcast\)](#)

## General Guidelines When Writing a Hand-Written Note to a Chapter Volunteer + Sample Message

- **Use chapter-branded or stationery**, if available. If not, purchase some quality cardstock through Hallmark or local companies. Here are some quality cards available through Amazon [HERE](#) (Traditional), [HERE](#) (Traditional) and [HERE](#) (Creative). Or, order a custom [greeting card](#), or [postcard](#).
- **Personalize the card** by addressing the volunteer by either a first name (if you're comfortable) or "Dr. \_\_\_\_\_" and their specific contribution.
- **Keep the message short** and sincere.

### *SAMPLE MESSAGE*

[MONTH, DAY, YEAR]

Dear [First name or Dr. Last name],

April is National Volunteer Month, and we want to thank you for your volunteer efforts for the [CHAPTER] of ACEP! The time you spent [LIST DUTIES] truly helped us to [MISSION OF ORGANIZATION OR GOAL OF ACTIVITY THEY PARTICIPATED IN].

Volunteers like you truly make all the difference in helping us to accomplish our mission and lead in service to the emergency medicine profession and our patients. We know how busy you are, and we genuinely appreciate the time, talent, and energy you dedicate to the [CHAPTER].

We look forward to your continued contributions and service. If there's anything I can do to make your volunteer experience better, please don't hesitate to reach out to me at [EMAIL ADDRESS].

Thanks again for your involvement and dedication,

[YOUR NAME]

[TITLE]

ACEP Chapter Toolkit  
April 2023  
Email Template - General Thanks to all Volunteers

Subject Line: Thank You!

## We Appreciate Our Volunteers – Thank YOU!

April is National Volunteer Month, and we want to thank you for your volunteer efforts for the [CHAPTER] of ACEP! The time you spent [LIST DUTIES] truly helped us to [MISSION OF ORGANIZATION OR GOAL OF ACTIVITY THEY PARTICIPATED IN].

Volunteers like you truly make all the difference in helping us to accomplish our mission and lead in service to the emergency medicine profession and our patients. We know how busy you are, and we genuinely appreciate the time, talent, and energy you dedicate to the [CHAPTER].

We look forward to your continued contributions and service. If there's anything I can do to improve your volunteer experience, please contact me at [EMAIL ADDRESS].

Thanks again for your involvement and dedication,

[NAME of CHAPTER LEADER]  
[TITLE]

## Thankful Words for Board Members, Committee Chairs, etc.

Serving on the board of directors or heading up a committee for a nonprofit organization takes a lot of time and effort. People who share their time and expertise to this extent deserve a special thank you message that acknowledges their unique contributions. We hope the following statements and wording will be helpful as you reach out and thank your volunteers.

- Board members are the lifeblood of [insert organization name]. Thank you so very much for agreeing to serve in this capacity. Your commitment makes a difference.
- How incredibly generous of you to agree to lead the [insert name] committee. Thank you for stepping up to take over this important committee. You are appreciated.
- Thank you for accepting the volunteer position of [fill in title] of [fill in name of organization] on the [insert year or term dates] board of directors.
- Thank you for your leadership and support. Your selfless commitment to continue with [insert organization] as a volunteer leader is incredible. You are appreciated.
- Where would [insert organization name] be without the commitment of committee chairs like you? Thank you so much for your time, contributions, service, and leadership efforts to move our [mission/objective/strategy/project] forward. You are an inspirational leader, lighting the way for [insert organization name] staff members and volunteers alike. Thank you for your commitment to our board of directors.
- Your leadership of the [insert name] committee this year is greatly appreciated. Your contributions have made such a difference in the lives of our members in advancing the emergency medicine profession.