

Ref: [Click here to enter Reference Number]

[Click here to enter a Date]

[Click here to enter Name]

[Click here to enter Address]

[Click here to enter Suburb, State and Postcode]

Re: Spontaneous volunteering exercise

Dear [Click here to enter Name],

This template is designed as a letter and can be formatted as an email. We recommend always sending an appointment request at the same time as the invitation. Suggested wording is in black, which you may choose to use or amend. Delete or update guidance text in purple once complete.

You are invited to participate in a spontaneous volunteering discussion/activation exercise being held in LOCATION on DATE at TIME.

The exercise will provide an opportunity to explore a range of considerations for engaging spontaneous volunteers before, during and after an emergency. The exercise will support local emergency management priorities and planning and help to build emergency management knowledge and capability.

The spontaneous volunteering discussion exercise will include exploration of:

* opportunities and constraints for spontaneous volunteering
* approaches to coordinating spontaneous volunteers
* engaging with emergent and transient volunteer groups
* insert local issue(s).

Participants include the combat agency, stakeholders that would normally be part of an Emergency Operations Centre or be represented on a recovery committee, including councils, state agencies, NGOs and community groups/leaders.

RSVP: You have received an Outlook invite for this exercise, please respond to the invitation by DATE. If you are unable to attend, please nominate a suitable alternate who can represent the views and policies of your agency or organisation.

Your RSVP is essential for planning and catering purposes. Please advise us of any dietary requirements.

This initiative is developed in partnership with as required.

Further enquiries contact:

Sincerely,

[Click here to enter Name]

[Click here to enter Position]