**Introductory Letter** [insert school logo or copy into school letter template]

Hi, my name is [Supervisors name] your Canteen Manager at [your school].

Providing nutritious food in our canteen is a vital step in helping kids set up healthy routines and habits for life. Our canteen is run with the help of a network of volunteers from our school community working together.

If you can spare any time to join our network and help prepare and serve food at our canteen, we would very much appreciate a hand. Its easy and fun work with on-the-job training and you can dedicate as much or as little time as you like. We have short shifts of one to two hours (00:00am/pm to 00:00am/pm) and long shifts of four hours (00:00am/pm to 00:00am/pm) available. All volunteers’ efforts are rewarded with a healthy lunch and plenty of tea or coffee.

Just fill in the volunteers slip below and email or send it back to the school. If you have any queries please feel free to contact me via phone or email, or drop in to the canteen for a chat!

Many thanks,

[supervisor’s name, phone, email]

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**Canteen volunteer**

***This information is kept confidential and secure unless otherwise noted***

Volunteer name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best contact number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child(s) name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Day(s) available to volunteer:   * Monday * Tuesday * Wednesday * Thursday * Friday * Any day | Frequency you would like to volunteer:   * Once a week * Once a fortnight * Once a month * Once a term * Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Shift preference:   * Power hour (one hour) * Short (two hours) * Long (four hours) |

Any special requests, such as being rostered with friends, particular dates available etc: