**Thank you emails**

**Volunteers:**

Dear all,

Thank you so much for volunteering your time to support our Junior Volunteer event (TITLE) on (DATE)

With your help we saw (Number of) Schools/Groups and (Number of) students come to the Hospital to learn more about the NHS and take part in social action.

We hope you enjoyed the experience and would consider supporting us again!

Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff:**

Dear all,

Thank you all for helping to arrange and facilitate a great project for our young volunteers on (DATE) for (EVENT TITLE). We're aware of how much time and energy you and your departmental colleagues have put into making your projects not only educational and inspirational, but fun and productive as well. The feedback we received was hugely positive.

Some of the key highlights from the Junior Volunteers were:

1.

2.

3.

As this is a new and still-developing programme, we would appreciate knowing both what you thought worked well, and what you feel could be done differently to make it easier for wards, departments and services to take part and for your areas, the young people, patients and families to benefit. I have therefore attached a staff feedback form, if you could kindly complete this and return to me by (DATE) it would be much appreciated.

Attached are some of the photos from the day, which can be used both internally and externally in line with Trust guidelines

Each group has two weeks to make a start on their volunteering project (if one was set), after this I will be in touch to check-in on progress and agree a date to visit to see what they have achieved. If you would like to be involved in this, please let me know, and I will be in touch with the dates they have suggested for a visit.

Thank you again for all the time and effort you all put into the day! Please share this with all the members of your team that took part in the day and extend our thanks to them!

Kind Regards,

**Schools/Groups:**

Dear (NAME),

We wanted to say thank you to you and your students for volunteering their time on (DATE) for (TITLE) as part of our #iwill programme at the Hospital. We hope that they all enjoyed their experience at the Trust and have learnt more about the wide range of careers on offer within the NHS.

As part of their volunteering for (PROJECT) your students have agreed to complete the following task in the next 1-2 months:

“TASK”

If you require any additional information or support you can contact (KEY CONTACT) and they will be able to assist.

I will be in touch in two weeks to check-in on your progress and to set a date to which myself or someone from the team can come to your school to collect the piece of work they have been creating and also to give each student a certificate signifying their involvement at the Hospital.

If any of your students are interested in volunteering on our Young Adult Volunteer programme when they are 16, they can find more information here <https://bwc.nhs.uk/young-adults-volunteer-programme>

Kind Regards,