

Drafts for Thank You Notes:

(use thank you, you did a great job, what's your opinion?, and please – not "I")

For Frank DiSalvo and Dave Dieterich

Dear Frank or Dave –

Thank you for your efforts in working on the Sustainability Council Interest Group (CIG). Your willingness to share your experiences and processes as we move from committees to CIGs or Advisory Groups is much appreciated. Furthermore, it is great to know we have a "best practices" model amongst us!

Thanks again,

Sincerely,  
Loreal

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For CIG AA&D Volunteers

Good morning everyone –

Thanks again for volunteering to assist with the Council Interest Group (CIG) sessions at TCAM and to those of you who were reporters and sent your reports back to me – thanks!

Whether you were a greeter/reporter or a directional person, I greatly appreciate your efforts. This is the first year in which we have had volunteers assist with CIGs and I would love your feedback as to your experience. Any concerns, suggestions?

Please feel free to share any comments with me directly via email and thanks again for your efforts!!

Best,

Loreal

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For Spotlight and CIG AA&D and University Reps

Dear X –

Thank you for your efforts in organizing (and/or speaking at) the TITLE University Spotlight or CIG. The successful programming of TCAM is due in large part to sessions like yours.

Best,

Loreal

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For AA&D Staff Participation in CALC Luncheon

Dear

Thank you for your participation at CALC's Friday luncheon. We appreciate the role you played – note taker, facilitator, greeter or all of the above! Your support of CALC is what makes it a success. Thank you!

The Office Volunteer Programs

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For PCCW Panelists and Moderators

Dear X –

Thank you for moderating/speaking on the panel of [enter title]. The successful programming of PCCW's Annual Meeting is due in large part to panels like yours.

Best,

Loreal

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For Volunteer Managers – National Volunteer Appreciation Week (2013)

(on OVP cards)

Dear x –

This week is National Volunteer Appreciation Week, which provides the perfect opportunity to thank you for all of your efforts as a volunteer manager. We appreciate the work you do throughout the year to support Cornell's volunteers – alumni, parents, and friends – and we hope that you will think of us as a resource when you have questions or want to share ideas.

Warm Regards,

The Office of Volunteer Programs (signatures of each staff person)

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For Trustees on the TTFVL

(on OVP cards)

Dear x –

Thank you for your contributions to the Trustee Task Force on Volunteer Leadership report. It has been our pleasure in working with you to support your efforts on this important document. We now look forward to taking the next steps in implementing the vision of the report.

Warm Regards,

Signatures of each staff person