Hello,

Thank you for signing up to volunteer for our upcoming Medication Take Back Event! We are looking forward to seeing you there and working alongside of you to help clean up our community.

**Event Details:**

**When**: May 20, 2017

Set-Up: 7:30 AM- 10:00 AM

Event: 10:00 AM- 2:00 PM

Clean-Up: 2:00-2:30 PM

**Where**: List Location Address

In the meantime, please review the list below respond via e-mail by May 1, 2017 to confirm that all the information is accurate including shirt size. It is important that everyone not only has a t-shirt but that accurate food order can be placed in the next day or two.

Thank you,

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Volunteer** | **Set-up** | **Event** | **Clean-up** | **Shirt size** |
| **1** | John Smith | 7:30 AM | 10-2PM | Yes | Large |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** |  |  |  |  |  |
| **10** |  |  |  |  |  |
| **11** |  |  |  |  |  |
| **12** |  |  |  |  |  |
| **13** |  |  |  |  |  |
| **14** |  |  |  |  |  |