



Volunteer Registration Email Samples

Volunteers who register online will receive a confirmation email immediately and a reminder email five days before their packing shift. You can select if you'd like to use emails with a strong request for donations, a soft request for donations, or no mention of donations at all (if, for example, your event is fully-funded). The samples provided are for the group leader emails for the strong donation and soft donation emails. Emails received by individuals will look similar, and the emails with no mention of donations also contain the same information, without mentioning the need for donations.

Strong Donation Ask Emails

Confirmation Email

Dear [FirstName],

Thank you for joining the [EventName] Feed My Starving Children (FMSC) MobilePack™Event. [GroupOrFamily] registration details are as follows:

Group name:	[GroupName]
Group size:	[GroupSize]
Names given:	[NumberOfMembers]
Names still needed:	[OpenSpots]
Location:	[Location] Map
Address:	[Address]
Date:	[Date]
Time:	[Time]

YOUR NEXT STEP

During this MobilePack event, you will join members of your community in packing MannaPack™ meals for starving children around the world. Together we need to raise the funds to pay for these meals. While donations are not required to pack food, we rely on donations made by our volunteers to help us reach our fundraising goal—and encourage your group members to do so as well. A point to consider: in one two-hour packing session, the average volunteer produces about \$50 worth of food.

- Want to donate online now? Click [here](#)!
- Want fundraising ideas? Click [here](#)!

MANAGE YOUR RESERVATION

As a family or group leader, you can easily pre-register your group members by entering their names and email addresses so they can receive automatic updates from FMSC! We're counting on you to fill your reserved spots because our mission partners are counting on us! It's very important to [manage](#) your reservation, especially if changes occur in your group size or you need to cancel. You may:

- See, add, or remove names in your group.
- Invite others to join (via email or flyers).
- Change your group's size.
- Cancel your reservation.

Your group members will receive your name, email address, and phone number for questions about your registration. If you or your group members have further questions specific to your event, please refer to the following resources:

Questions?

- General questions about FMSC? Visit this [Frequently Asked Questions](#) page.
- Questions about registering and packing? Visit this [Frequently Asked Questions](#) page.

- Trouble registering online? Contact registration@fmisc.org or 763.951.7306
- For questions specific to the [EventName] MobilePack Event (special requests or needs), contact: [EventHostName] at [\[EventHostEmail\]](#) or [EventHostPhoneNumber].
- **Please do not reply to this email.**

We look forward to serving God's children with you!

Two Week Reminder Email
For group leaders only

Dear [FirstName],

This is a two-week reminder message regarding your upcoming food-packing session at the [EventName] Feed My Starving Children (FMSC) MobilePack™ Event. Your registration details are as follows:

Group name:	[GroupName]
Group size:	[GroupSize]
Names given:	[NumberOfMembers]
Names still needed:	[OpenSpots]
Location:	[Location] Map
Address:	[Address]
Date:	[Date]
Time:	[Time]

Help Cover Your Meal Costs

Every volunteer will pack an average of one box of food, which equals 216 meals - enough to feed a starving child for seven months! The cost for these meals is about \$50 a box. That is less than a quarter a meal.

Please search your heart and consider how you can use your time and treasures. You may bring donations to the event (by cash, check, or credit card), or click [here](#) to donate now. 92% of total donations goes directly to support our feeding program.

MANAGE YOUR RESERVATION

As the leader of your family or group, now is the time to finalize your group head count! **We strongly encourage you to enter all group member names and email addresses by clicking [here](#).** If you do so, we can help you by sending each member a confirmation and a reminder email five days before your session. Each member will also be listed on our roster, so your check-in will be much simpler.

Be sure to remove names of group members who can no longer attend. We're counting on you to fill your reserved spots. If your group size has changed, please make the change [online](#) as soon as possible, so we have the chance to fill any spots you aren't able to use.

Thank you for partnering with us in our mission: feeding God's starving children hungry in body and spirit. We look forward to seeing you in a few weeks!

Questions?

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Five-Day Reminder Email
All Volunteers

Dear [FirstName],

You have registered for a food-packing session at the upcoming [EventName] Feed My Starving Children (FMSC) MobilePack™ Event. Here are some reminders:

IMPORTANT INSTRUCTIONS ABOUT PACKING	
Do...	Do NOT...
<ul style="list-style-type: none">• Come 15 minutes early• Wear closed-toe shoes• Come prepared to donate or give now online• Feel free to bring your camera• Follow FMSC's age requirements• Leave all jewelry at home. See FMSC's jewelry policy	<ul style="list-style-type: none">• Come to pack if you're ill• Pack if you have severe food allergies• Forget to manage group size changes online if you are a group leader• Bring children under age five• Wear any jewelry (rings, earrings, necklaces, bracelets, watches, etc). You will be required to remove them

Help Cover Your Meal Costs

Every volunteer will pack an average of one box of food, which equals 216 meals—enough to feed a starving child for seven months!

- The cost to FMSC for these meals is about \$50 a box. That is less than a quarter a meal.

Please search your heart and consider how you can use your time and treasures. You may bring donations to the event (by cash, check, or credit card) or click [here](#) to donate now. 92% of total donations goes directly to support our feeding program.

Your packing session details are as follows:

Group name:	[GroupName]
Group size:	[GroupSize]
Names given:	[NumberOfMembers]
Names still needed:	[OpenSpots]
Location:	[Location] Map
Address:	[Address]
Date:	[Date]
Time:	[Time]

If you will be unable to make it to this packing session, [please let us know](#). Group leaders - we're counting on you to fill your reserved spots. If your group size has changed, please make the change [online](#) as soon as possible, so we have the chance to fill any spots you aren't able to use.

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Soft Donation Ask Emails

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