

Write a letter (or tell someone else what you want to say and get them to write it for you) to the person in charge of your volunteering outlining all the details you agreed.

Don't forget to include;

- The name and address of the person you are writing to
- The date
- Dear (name)
- All the things you have agreed to do in your volunteering (inc how many hours you will volunteer for, what times you will meet, what equipment you will need, what your responsibility will be etc)
- Your signature