



# Sample Email Templates

**Hello, Angel Tree coordinators!** These email templates can help you plan training for your volunteer teams. We have organized our resources by primary activity (Contact Caregiver, Gift Management, Gift Distribution). You can learn more about these primary activities in the Angel Tree Coordinator Guide found in the Resource Library.

Whether or not you have formed activity-specific teams, training on the major Angel Tree tasks will be useful. We recommend you hold in-person training for learning, fellowship, and launching your ministry. We have created volunteer-specific resources that we recommend making available at an in-person training. You can find these in the Resource Library.

May God bless your time and efforts.



## SAMPLE EMAIL #1

*Audience: [Angel Tree volunteers: in-person training]*

Dear **[Angel Tree volunteer]**,

Thank you for volunteering for Angel Tree Christmas. This program strengthens relationships between incarcerated parents and their children in our community through volunteers like you.

Angel Tree team training equips volunteers to contact caregivers, manage gifts, and distribute gifts. You will learn best practices and processes for the work you'll do, plus get access to helpful resources. In-person training will be held at **[location, time, date]**.

I look forward to making a Gospel impact alongside you as we make Angel Tree Christmas happen together!

Blessings,

**[Angel Tree coordinator name & signature]**



## SAMPLE EMAIL #2

*Audience: [potential Angel Tree volunteers: informational meeting and training]*

Dear **[potential Angel Tree volunteer]**,

Angel Tree Christmas strengthens relationships between incarcerated parents and their children through volunteers like you. We are so excited about the doors God will open through this exciting opportunity! To implement this ministry, we will need volunteers to contact caregivers, manage gifts, and distribute gifts.

An informational meeting will be held at **[location, time, date]**. Come and hear how we can make a Gospel impact on families in our community. Immediately following the informational meeting, we will hold a brief training session for interested volunteers. Participants will learn best practices and processes for the work of Angel Tree Christmas and get access to helpful resources.

Thank you for your interest in Angel Tree Christmas—I hope to see you at the meeting!

Blessings,

**[Angel Tree coordinator name & signature]**

# Sample Agenda: In-Person Volunteer Training



## Open in prayer.

You can ask the Lord to bless the work, the volunteers, and the Angel Tree families.



## Acknowledge their contribution.

This work is impossible without your commitment. What a blessing to be the hands and feet of Christ, together.

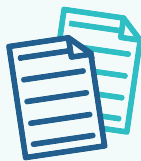


## Play a video to share the vision of Angel Tree Christmas.

You can find this video in the Resource Library. For best viewing experience, we recommend downloading ahead of time rather than streaming it.



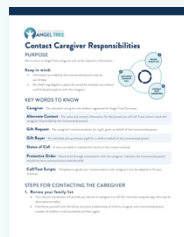
Angel Tree  
Promotional Video



## Review responsibilities and resources.

Review the volunteer handouts focused on the three essential activities (shown below) from the Resource Library. Use the QR code below and the search feature in the Resource Library to access the handouts for printing prior to training. Plan to share additional resource documents during the training (these are listed at the bottom of each volunteer handout).

For additional resources, you may (1) print documents prior to training and hand out to volunteers or (2) direct volunteers to use the Resource Library QR code and the search feature to access the documents listed at the bottom of each volunteer handout.



Contact Caregiver  
Responsibilities



Gift Distribution  
Responsibilities



Gift Management  
Responsibilities



Resource Library



## Distribute your calendar and close the meeting in prayer.

Discuss the milestones for your ministry and set expectations for participation and attendance. Close in prayer.