



Friday, July 17, 2009

Dear Polo volunteers,

I am writing you today in regards to volunteering at the 2009 Cobra Roofing Polo Classic to benefit the Ronald McDonald House of Spokane. This year's event is Sunday, September 13th beginning at Noon. This premier event requires 250 volunteers working over a 4 day period to host 1,200 guests for lunch and polo; all without running water!

Last year you helped us tremendously and we would like to invite you to volunteer again this year. Please see the attached form for a current description of the volunteer opportunity we have available for you. I would ideally like to have a commitment from you by Monday, August 10th.

We would like to remind our volunteers that this event is a long day at the Polo fields and we appreciate everyone's commitment to the success of our event. Our volunteer village will once again be set up to be your home base, this will be the designated place for volunteers to eat and take a break. It will be set up on both Saturday and Sunday. For the safety and professional appearance of our event we kindly ask that no alcohol be consumed by volunteers and that you stay for your entire shift, unless excused by your team leader.

Parking will once again be in the self park area when you immediately enter the polo grounds. Golf carts will be available to help shuttle you to the volunteer village. Please plan to arrive thirty minutes before your shift begins to allow yourself to park, make your way to the volunteer village, sign in and get your shirt and name tag.

Please RSVP to your volunteer position by returning this email to me with your name, job title and YES or NO in the subject line of your email (example Subject: Jane Doe, Concierge, YES). Please feel free to add any comments or questions in the body of your email.

We look forward to an amazing event and thank you in advance for your dedication and commitment. Please feel free to call me with any questions.

Sincerely,

Cindy Dandoy
Volunteer Coordinator
Cobra Roofing Polo Classic
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