

## **Guidelines for Submitting Volunteer Opportunities**

Volunteer Fraser Valley posts volunteering opportunities and events to our website and social media pages for the <u>non-profit sector</u> within the Upper Fraser Valley (Abbotsford – Mission – Chilliwack – Agassiz – Hope).

To submit a volunteer opportunity, please send an email to info@volunteerfv.com.

We will copy and paste your volunteer opportunity directly to our website so please include as many details as possible so that prospective volunteers have all the information available to respond to your request.

Pertinent information to include in your volunteer posting:

- Name of organization
- Description of volunteer opportunity
- Qualifications needed
- Commitment required (hours, ongoing days, etc.)
- Benefits to volunteer (appreciation event, t-shirt, certificate given, etc.)
- Contact info
  - o Name of volunteer coordinator
  - o Phone
  - o Email
  - o Website
- Organization logo or event graphic (JPG, PNG, TIF, GIF)

Visit http://www.volunteerfv.com/opportunities/ to view examples of volunteer postings.