



Requesting Approval for Leave to Volunteer

Instructions:

In the event that the Give Hope Movement project you want to volunteer for occurs during your workday, feel free to use the points/style in the sample email below to request permission from your manager to volunteer. Customize/fill in the highlighted text as appropriate.

Sample email text:

Subject: Approval to Volunteer with the Give Hope Movement

I would like to request your approval to leave work on [PROJECT DATE] from [TIMEFRAME] to volunteer on a project with the Give Hope Movement to spread hope in our communities.

The Give Hope Movement is an organization that recognizes that everyone can use a little HOPE and HOPEFUL individuals make for a more promising society today and a brighter tomorrow. To that end, GHM will be running a week-long campaign from July 16-21 in hundreds of locations:

- GHM Acts of Kindness will target everyday people at local businesses as well as those organizations which serve our communities.
- GHM Service Projects will include hands-on opportunities such as beautifying community parks and cleaning community areas.

Because a community is better together, anyone who wants to GIVE HOPE during this week-long campaign is invited sign up to be a part of an Act of Kindness or Service Project. If there is an opportunity to volunteer jointly as an office, we can select and sign up for a project online at www.givehopemovement.com.

I very much appreciate your consideration of this request; please let me know if you have any questions or concerns.