

Department of Children's Services
VOLUNTEER ACCEPTANCE OR REJECTION LETTER INSTRUCTIONS

NOTE: An individual letter must be prepared for each volunteer.

- **Letter must be typed.**
- **Use the address of the job site of the accepting or rejecting County, Region or DCS Facility.**
- **Dear: (Applicant's Name)**
- **Please use the contents of the letter that pertains to the applicant's status. Please delete all that does not apply.**
- **Use suggested salutation.**
- **Name of Volunteer Coordinator and County, Region or Facility.**
- **Identify yourself as the Volunteer Coordinator and your County, Region or DCS Facility.**