

## Community Visitors Scheme Volunteers Letter of Introduction



[Date]

Dear [*Potential Volunteer*]

Thank you for your interest in volunteering with the Community Visitors Scheme based at Claremont Baptist Church.

If you are receiving this letter it means you are about to begin the process of becoming an official CVS Visitor. With this letter, an application form should also be attached. The application form contains questions that will help us to get a better understanding of who you are, your needs, and what you can bring to the program. Please fill in this application form at your earliest convenience and send it back to me, along with your availability.

The next step after completing the attached paperwork is to schedule an informal meeting in which we can discuss your needs, interests and availability, as well as answer any questions you may have. If you do not have a current National Police Clearance, we will also be able to apply for you during this time, through the Community Visitors Scheme program, free of charge.

I look forward to hearing back from you soon, and receiving your completed application form. If you have any questions regarding the application or the Community Visitors Scheme program, please do not hesitate to contact me on via the information provided within this email.

Kind regards,

Swee Logie  
**Community Visitors Scheme Coordinator**  
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