

Below is an example collection reminder email sent by F4F Student Leader at Walt Whitman High School, Mark Buckley. Use this email as a guide in drafting your reminder email to all volunteers, donors and drivers that sign up in your Sign Up Genius portal.

Hi Whitman High School Family,

Thank you for participating in the Whitman F4F collection Saturday morning! To view your signup, visit *insert your Sign Up Genius link*

A few reminders to share:

DROP ZONE VOLUNTEERS: please arrive to Whitman at 8:45am and plan to stay until 10:15am.

DONORS: please bring your “Bag of Basics” donations to the Whitman Drop Zone between 9-10am. We have a tight delivery schedule and unfortunately can’t accept donations after 10am.

DRIVERS: please arrive to Whitman between 9:50-10am. The Drop Zone volunteers will load your car and you’ll be on your way by 10:10am. The roundtrip drive and delivery will take about 1-1.5 hours. Directions will be provided at Whitman.

ALL: thank you! Please remember we will be in the parking lot of the new building. Text or call me at *insert phone number* with any questions or changes.

Go Vikes!

Mark Buckley

Below are some templates, make sure that you are filling out the information correctly and not just copying and pasting!

Subject: We're Ready for Collection Day!

Hi [School Name] Family,

The big day is almost here — thank you for joining the [Club Name] collection this [day]! You can double-check your signup here: [SignUpGenius link].

DROP ZONE VOLUNTEERS: Arrive at [location] at [time] and stay until [time]. We'll have music, coffee, and plenty to do!

DONORS: Please bring your donations between [time–time] so we can get them loaded and delivered on schedule.

DRIVERS: Be at [location] between [time–time]. Our volunteers will load your car — you'll be on your way in minutes with directions in hand.

Questions? Text or call me at [phone number].

Thanks for making a difference!

Go [Mascot/Club Motto]!

[Student Name]

Subject: F4F Collection Reminder — [Day]!

Hi everyone,

Here's your quick collection reminder for [day]:

- Drop Zone Volunteers: [time–time]
- Donors: Drop off between [time–time]
- Drivers: Arrive [time–time], delivery takes about [time]

Location: [specific location]

Signup link: [SignUpGenius link]

Thank you for showing up for our community!

[Student Name]

Subject: Let's Fight Hunger Together This [Day]!

Dear [School Name] Family,

Every bag, every can, every box makes a difference — thank you for being part of the [Club Name] collection ! Check your role here: [SignUpGenius link].

DROP ZONE VOLUNTEERS: [time–time], [location]

DONORS: Please drop off donations [time–time] so they can go straight to families today.

DRIVERS: [time–time], route takes ~[time].

If you can't make it, please text me at [phone number] so we can adjust.

See you at the Drop Zone!

[Student Name]

Subject: It's Almost Collection Day!

Hi [School Name] Family,

We are so *close* to helping [#] families in need — thank you for joining the collection this [day]!

Here's the plan:

- Volunteers: [time–time] at [location] — wear comfy clothes!
- Donors: Drop off between [time–time] — no late donations, please!
- Drivers: [time–time], directions provided at pick-up.

Let's make this our biggest drive yet! Signup link: [SignUpGenius link]

Questions? Text/call [phone number].

You rock,

[Student Name]

Subject: See You at the Collection This [Day]!

Hi friends,

I'm so grateful you're part of this month's [Club Name] collection. Here's what to remember:

Drop Zone Volunteers: Arrive [time] at [location] to greet donors and sort items.

Donors: Drop off food between [time–time].

Drivers: Arrive [time–time] to load your car for deliveries.

Every can you bring, every minute you give — it all matters. Thank you for caring for our neighbors. Signup link: [SignUpGenius link]

See you soon,
[Student Name]