

Mr./Ms. X
Position
Agency/Placement Site
Address
City/Prov/Postal

Date:

Dear Sir/Madam:

Employment and Income Assistance (EIA) has established a Rewarding Volunteer's Benefit to support EIA participants with disabilities to become more involved in their communities and gain valuable experience through volunteerism.

The EIA participant below is being considered for the Rewarding Volunteer's Benefit and has expressed an interest in potential volunteer opportunities available within your agency. A contact telephone number has been provided should you wish to schedule an appointment with this individual. I have also provided my contact information if you would like more information on how the Rewarding Volunteer's Benefit may support this individual as a volunteer with your organization.

EIA Participant Contact Information

Name: _____
(print):

Name: _____ Telephone: _____
(participant signature)

Thank you for your time and consideration in advancing volunteer opportunities for EIA participants with disabilities.

Sincerely;

EIA Case Co-ordinator/Counsellor
Telephone

IMPORTANT: Please note that EIA is acting solely to assist this individual in exploring potential volunteer opportunities with your agency. EIA makes no representations as to the suitability of this individual as a volunteer with your agency. Any investigations, interviews or background checks required to determine this individual's suitability for a potential volunteer placement with your agency, including any potential liability issues should this individual be accepted as a volunteer, are solely the responsibility of your agency.