**Emails to volunteers missing committee calls**

MISSED TWO COMMITTEE CALLS

*[name]*

I noticed you were not in attendance on our last two committee calls. Just checking to see if there is something we can do to assure you will remain active in our group.

If you find that your schedule will not accommodate our calls please let me know so I can fill your vacancy, otherwise I will look forward to talking with you on *[date of next call].*

MISSED THIRD COMMITTEE CALL

*[name]*

I noticed once again you were not on the committee conference call. Since it seems that you do not have time right now to participate I am going to remove you from the notification list. Should something change and you find the time, or would like to get involved in a different project please let me know.

I look forward to working with you in the future but understand that business must come first.

**Emails to Chapter Presidents missing RVP calls**

Missed one RVP call

*[name]*

I noticed your chapter did not participate in our last Regional Conference call. Just a friendly reminder that in order for your chapter to remain in compliance someone from you chapter must be on three of the four Regional Conference Calls I have scheduled.

Please find the schedule of calls for the remainder of the year

*[list dates]*

Please let me know if I can be of any assistance

Missed additional calls:

*[name]*

We just concluded another regional call and I have noticed that your chapter has not been participating. Is there an issue within your chapter that I need to be aware of? Since it will not be possible for you chapter to meet compliance I think we should arrange a call to discuss how to get your chapter to reach compliance before December 1.

I can be reached by email or call me at *[add phone #]*.