* Please complete all sections in the document below and send your request to volunteers@rps.org, we will send your email with a **2-3 working day (Mo-Fri)** turnaround.
* You can find a filled in example in the [Volunteer-Documents Area](https://rps.org/volunteer-area/).

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| **Schedule send date (if applicable)** |
| Click or tap to enter a date. |
| **Sender Details:** |
| Sender’s name |  |
| Role Title: |  |
| RPS Email Address: |  |
| **Email subject line:** |
|  |
| **Email title:** |
|  |
| **Main email content (including links and image placing):*** Please add the main email content below as you would like it to look in the email.
* Images should be attached to the request email, to not compromise on the resolution and quality, max size 5MB.
* Please provide us with the image credits.
* A standardised Group/Region/Chapter logo will be added automatically, the recipient will be addressed by their first name.
* The email signed off with your Name and Volunteer Role will be taken from the sender details unless otherwise specified in the main email content below.
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|  |
| **Attached Documents:**Please provide a list of all the attachments in the box below, so we can ensure we have received each one. * The preferred file type for documents is PDF and images JPEG or PNG.
* Max size for all documents is 5MB.
* For larger files, you can publish your comms through [issuu](https://issuu.com/signin?onLogin=%2Fhome%2Fpublisher) and then provide a link in the main body of text in section. To gain access and the log in details please contact volunteers@rps.org
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