



F04 CONFIGURED SUPPORTING DOCUMENT

# Volunteer Recruitment Flyer

A controlled, editable working derivative for M-T1-CP-22-SD-01.  
Complete local facts, approvals and operational evidence before  
use.

**Release truth.** This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

## Release control

| Field                            | Controlled value                                                                                                                                                                |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Status                           | <b>REVIEW — configured derivative; not approved for distribution</b>                                                                                                            |
| Derivative version               | v0.1                                                                                                                                                                            |
| Supporting-document code         | M-T1-CP-22-SD-01                                                                                                                                                                |
| Exact derivative title           | Volunteer Recruitment Flyer                                                                                                                                                     |
| Source initiative                | M-T1-CP-22 - Community Volunteer Recruitment Event                                                                                                                              |
| Source initiative code           | M-T1-CP-22                                                                                                                                                                      |
| Source initiative title          | Community Volunteer Recruitment Event                                                                                                                                           |
| Initiative disposition           | Canonical retained with new title                                                                                                                                               |
| Canonical parent                 | M-T1-CP-22 - Volunteer Discovery and Recruitment Session                                                                                                                        |
| Canonical parent code and title  | M-T1-CP-22 - Volunteer Discovery and Recruitment Session                                                                                                                        |
| Named overlay or migration label | Daytime, evening and online modes                                                                                                                                               |
| Redirect or tombstone route      | Permanent title alias: Community Volunteer Recruitment Event routes to M-T1-CP-22 — Volunteer Discovery and Recruitment Session; the supporting-document code remains unchanged |
| Family master                    | Playbook_F04_Invitations_Promotion_Follow_Up_Master.md                                                                                                                          |
| Family / master version          | F04 / 1.0                                                                                                                                                                       |
| Recorded master SHA-256          | d4929a7b2b9449751d9999421963dbeff02e8c6c6d867dfcae66623e9446df69                                                                                                                |
| Authoritative index              | Playbook_Supporting_Documents_Master_Index.md v1.1                                                                                                                              |
| Configured master variant        | Master D — Event flyer; volunteer-opportunity configuration                                                                                                                     |

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## Adaptation note

For community members seeking practical service opportunities rather than a membership pitch. Lead with approved service opportunities and real contribution. State dates, role expectations, time commitment, eligibility, age/supervision, physical/access, safety, equipment, screening, cost and training conditions only as approved. The primary action is to view roles and register interest through F05. Confirm a role or explain the next selection step; deliver a practical briefing; thank participants and offer future service contact only with permission.

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## Instructions

1. Choose the approved daytime, evening or online mode and create one flyer for that mode. Do not combine incompatible logistics.
  2. Lead with real, currently available service roles. Do not imply that registering interest guarantees placement or Rotary membership.
  3. Give enough role and condition information for an informed decision before a person supplies details.
  4. Build A4 print, accessible digital PDF and channel image variants from this approved copy. Essential words must remain readable without scanning a QR code.
  5. Route interest to the approved F05 process. Keep event administration, future service updates, membership contact and photography choices separate.
  6. Resolve every controlled field and complete opportunity, safeguarding/safety, access, privacy, brand and link review.
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## Controlled fields

| Field                                | Completion instruction                                                             | Evidence                      |
|--------------------------------------|------------------------------------------------------------------------------------|-------------------------------|
| {{PUBLIC_EVENT_NAME}}                | Enter the approved public session title and mode.                                  | Initiative brief              |
| {{VALUE_PROMISE}}                    | State the real practical contribution a prospective volunteer can explore.         | Approved message brief        |
| {{PURPOSE_SENTENCE}}                 | Explain that the session helps people understand roles, conditions and next steps. | Initiative brief              |
| {{ROLE_1}} / {{ROLE_2}} / {{ROLE_3}} | Enter up to three verified current opportunities; delete unused bullets.           | Approved opportunity register |
| {{ROLE_EXPECTATIONS}}                | State tasks, location, frequency/duration, supervision and who supports the role.  | Role briefs                   |
| {{TIME_COMMITMENT}}                  | State realistic minimum/typical time commitments and scheduling conditions.        | Role/roster plan              |

| Field                                                               | Completion instruction                                                                            | Evidence                         |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------|
| {{ELIGIBILITY_AND_SCREENING}}                                       | State approved eligibility, age/supervision, checks, onboarding and selection limits.             | Safeguarding/role approval       |
| {{PHYSICAL_ACCESS_AND_SAFETY}}                                      | State physical, sensory, access, safety, equipment and clothing conditions with adjustment route. | Safety and accessibility reviews |
| {{TRAINING_AND_EQUIPMENT}}                                          | State what training/equipment is provided and what the volunteer must supply.                     | Operational plan                 |
| {{EVENT_DATE_LONG}} / {{START_TIME}} / {{END_TIME}} / {{TIME_ZONE}} | Enter confirmed session timing.                                                                   | Venue confirmation/run sheet     |
| {{VENUE_NAME}} / {{VENUE_ADDRESS}} / {{ONLINE_ACCESS_ROUTE}}        | Enter confirmed venue or tested online route.                                                     | Venue/access record              |
| {{COST_TEXT}}                                                       | State any participant cost or “No charge”, including approved inclusions.                         | Budget approval                  |
| {{RSVP_DEADLINE}} / {{RSVP_URL}}                                    | Enter the interest deadline and canonical tested F05 route.                                       | F05 configuration and link test  |
| {{VISIBLE_SHORT_URL}}                                               | Enter a human-readable URL beside the QR code.                                                    | Link validation record           |
| {{ACCESSIBILITY_CONTACT}}                                           | Enter a monitored questions/adjustments route.                                                    | Contact ownership record         |
| {{HOST_ENTITY}} / {{PRIMARY_CONTACT_EMAIL}}                         | Enter the accountable host and monitored contact.                                                 | Initiative/contact approvals     |
| {{PRIVACY_NOTICE_URL}}                                              | Enter the approved privacy notice used by the F05 response process.                               | Privacy review                   |

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## Configured flyer copy

# {{PUBLIC\_EVENT\_NAME}}

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## {{VALUE\_PROMISE}}

{{PURPOSE\_SENTENCE}}

### Current opportunities to explore

- {{ROLE\_1}}
- {{ROLE\_2}}

- {{ROLE\_3}}

**Role expectations:** {{ROLE\_EXPECTATIONS}} **Time commitment:** {{TIME\_COMMITMENT}}  
**Eligibility, age, supervision and screening:** {{ELIGIBILITY\_AND\_SCREENING}} **Physical, access and safety conditions:** {{PHYSICAL\_ACCESS\_AND\_SAFETY}} **Training and equipment:** {{TRAINING\_AND\_EQUIPMENT}}

## Session details

{{EVENT\_DATE\_LONG}} {{START\_TIME}}–{{END\_TIME}} {{TIME\_ZONE}}  
 {{VENUE\_NAME}}, {{VENUE\_ADDRESS}} **Online access:** {{ONLINE\_ACCESS\_ROUTE}}  
**Cost:** {{COST\_TEXT}}

**View the role details and register interest by** {{RSVP\_DEADLINE}}

{{RSVP\_URL}}

**QR code destination:** {{VISIBLE\_SHORT\_URL}}

Questions or access requests: {{ACCESSIBILITY\_CONTACT}} General contact:  
 {{PRIMARY\_CONTACT\_EMAIL}}

Registering interest does not guarantee placement and does not require Rotary membership. The team will confirm a suitable role or explain the approved next step.

Hosted by {{HOST\_ENTITY}}. Privacy information: {{PRIVACY\_NOTICE\_URL}}

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## Opportunity and production checklist

- [ ] Canonical title and selected daytime, evening or online mode are recorded.
- [ ] Every advertised role is current, approved and backed by a named role owner.
- [ ] Tasks, time, eligibility, age/supervision, screening, training, equipment, physical/access and safety conditions are complete.
- [ ] Copy does not promise placement, membership, unrestricted access or an outcome.
- [ ] Date, time zone, venue/online route, cost and interest deadline match the FO5 form.
- [ ] The FO5 route separates current-event administration, future service contact, membership contact and recording choices.
- [ ] A monitored human response/adjustment route appears in text and works.
- [ ] Canonical URL, visible URL, privacy notice, receipt and correction route pass direct, mobile and keyboard tests.
- [ ] Printed QR passes final-size scanning on current iOS and Android; final text, contrast, reading order and alt text pass review.
- [ ] Role confirmation/selection notice, practical briefing, thanks and permission-bound future contact have assigned owners.
- [ ] Official marks and images have source/rights evidence.
- [ ] Every final output contains no unresolved double-brace fields.

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# Review record

| Review domain                             | Reviewer | Outcome / required change | Date |
|-------------------------------------------|----------|---------------------------|------|
| Initiative, mode and opportunity accuracy |          |                           |      |
| Safeguarding, safety and screening        |          |                           |      |
| Accessibility                             |          |                           |      |
| Privacy and F05 response configuration    |          |                           |      |
| Brand, rights, visual proof and QR        |          |                           |      |
| Final approval                            |          |                           |      |