

## APPENDIX K – RECRUITMENT LETTER – EXAMPLE

This example recruitment letter is targeted for nurses but can be easily adapted by Unit Administrators for other audiences and recruitment efforts.

Dear Colleague:

The [insert housing organization name] sponsors the Maryland Responds Medical Reserve Corps (MRC) Unit for volunteers in our area. Maryland Responds MRC volunteers are involved in both emergency response operations and public health activities that support the communities of Maryland. We are continuously working to recruit skilled and experienced medical professionals just like you. If you are interested in supporting public health emergency response and promoting public health initiatives within your community, please consider registering today.

By registering as a Maryland Responds MRC volunteer you will:

- Have access to disaster preparedness and emergency response trainings with opportunities for CEUs
- Have full control in deciding when, where, and how much time you volunteer
- Be covered by state liability and workers compensation protections when activated for authorized events
- Make an important contribution to your community when you are needed the most
- Be recognized for your volunteerism
- Know that you will not be turned away to help others during a disaster event

Please join the Maryland Responds MRC team today and make a difference.

For more information on the Maryland Responds MRC and to register, visit <https://mdr.health.maryland.gov>, or contact [insert local MRC Unit Administrator contact information- name, address, phone number, email, etc.]

Sincerely,

[insert signature]