**POD Name**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I’m writing to ask you to consider joining the (POD Community Team) as a volunteer. At (POD Community Team), when called upon by a state or Federal emergency, our goal is to rapidly assemble our POD team to stand up and have operational, a point of dispensing (POD) to support our community.

What is a POD? Points of Dispensing (POD) are community locations in which state and local agencies dispense Medical Counter Measures (MCM) to the public during a public health emergency. To aid in rapidly dispensing MCMs, the local public health department will plan on using two types of PODs, open and closed.

Open PODs are typically located at public locations such as arenas, community centers, or schools. These locations are often operated by local public health agencies and are where they dispense or administer MCMs to the public. Closed PODs are sites staffed and managed by organizations and agencies (both public and private) to dispense MCMs only to their own populations while continuing operations during a public health emergency.

As a volunteer for your community POD, you would (explanation of opportunity and volunteer program expectations). We think you would be a great fit for our team because of (acknowledge their skills, interests, and past involvement).

If you are interested, please sign up for our volunteer program by (explanation of the sign-up process). We look forward to working with you soon!

Thank you,

(POD Manager Signature)