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**Why Good Communication is So Important**

* Helps keep projects on track
* Clears up confusion
* Allows MUW to support you in your volunteer role
* Gives you access to “institutional knowledge”
* Keeps everyone energized and engaged

**Types of Communication**

* Phone call
* Email
* In-person meeting
* Meet for coffee
* Web call
* Stop by the office
* Facebook message
* Other?

**How to Communicate**

* Be clear and detailed
* Keep multiple topics separate (example: refrain from combining questions about multiple accounts in one email thread)
* Say what you mean and mean what you say
* Follow up

**When in Doubt**

Not sure who to contact about what? Not sure about how to proceed? Not sure if you have an issue? Need a question answered?

* Contact Kate Cote, Volunteer & Community Engagament Manager at kate@muw.org or 352-4209 ext 23