

APPENDIX A. Award implementation announcement sent in June 2023

Hi everyone,

Thank you all for your continued commitment to the *RFR* Clinic! We are excited to announce that any student who volunteers 5 or more times in an academic year will be eligible to receive the *RFR* Distinguished Service Award and will be recognized at our annual fundraising gala! Up to 5 awards will be distributed.

This upcoming Friday, [DATE] from 5:00pm - 9:30pm we are in need of 5 volunteers. Please sign up [GOOGLE SHEET LINKED HERE].

As an upperclassman, you will work alongside an underclassman who will help and assist with the patient visits. This is a great mentoring and clinical experience. Thank you so much and please let us know if you have any questions!

Best,

[VOLUNTEER COORDINATOR NAME]

APPENDIX B. Monthly award reminder message

Hi everyone,

Just a reminder that anyone who volunteers at *RFR* 5 or more times in an academic year will be eligible to receive the *RFR* Distinguished Service Award and will be recognized at our annual fundraising gala!

We're currently in need of 5 volunteers this Friday, [DATE] from 5:00pm - 9:30pm. If you're available, please sign up [GOOGLE SHEET LINKED HERE].

Best,

The *RFR* Managers

APPENDIX C. Award recipient message

Hi [STUDENT NAME],

Congratulations on receiving a [ACADEMIC YEAR] *RFR* Distinguished Service Award! You are among the top [NUMBER OF AWARD RECIPIENTS] upperclassmen *RFR* volunteers, which is an incredible achievement.

Your dedication to our clinic has had a profound impact on patient care and the mentorship of underclassmen in clinical skills. We are incredibly grateful for your commitment to the *RFR* Clinic. Please see the attachment to this email, which includes a PDF of your award for your records.

We would love to invite you to our annual gala on Saturday [GALA DATE], from [GALA TIME] at [GALA LOCATION], where we will present your award. Your ticket is complimentary, and you are welcome to bring a guest.

We'll follow up about your gala attendance when the date gets closer. Congratulations again and we look forward to hearing from you!

Best,

The *RFR* Managers