



Suggested Email Template to Seek Support for the CVA Exam

Here is some suggested language that you can use or modify when seeking support internally from a colleague, supervisor, board member or funder to pursue your CVA credential.

To: (Insert name)

From: (Insert your name)

Subject: I'd love to get my Certification in Volunteer Administration (CVA) credential

Hi (name),

I'm reaching out to ask for support to take the Certification in Volunteer Administration (CVA) exam in (insert exam session here.)

The Council for Certification in Volunteer Administration (CCVA), the international organization that oversees the credential, shares many of our organization's values and conducts timely and relevant research affecting our sector.

I'll be able to leverage the power of the credential immediately: there are over 1200 CVAs worldwide in all areas of volunteer management, and they attend all the major conferences and convenings. Through this network, I will continue to hone my skills and bring advanced volunteer management best practices to our organization. Taking our ability to involve volunteers to the next level is important to me. Through study and association with the global CVA community of practitioners I will be able to strategically manage our processes with new perspective, professionalism and knowledge.

You can [read more about the process here](#). The exam is an important step towards becoming a more engaged volunteer management professional. The exam is offered twice each year in April and October.

Here are some ways our organization would benefit:

1. Professional Development: In studying for the exam, I am learning even more ways to do my job better so that I can effectively engage community in our mission.
2. Credibility: Having the credential denotes that I am a volunteer management professional of the highest caliber.
3. Valuable Networking: As I mentioned, this is an international credential, so I would meet colleagues worldwide who can share their perspectives and best practices with us.

The next exam session is in (insert April or October) and the exam costs \$400. I would need to register and pay no later than (insert March 1 or September 1) to secure my spot. After I pass, I'll summarize the major takeaways for you and how we can apply the learnings to our organization.

Thank you so much for your consideration!

(insert your signature)