[LOGO]

VOLUNTEER REQUEST FORM

Due: [specified date]

**Date of Submission:**

**Staff Member’s Full Name:**

**Department:**

**Volunteer Request (ALL fields must be completed in order to request volunteers):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | **Start**  **Time\*** | **End**  **Time** | **#** | **Task (use space below for details)** | **Supervisor\*\*** | **Location** |
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**\*** = Please allow your volunteer to have at least 15 minutes to acclimate to your environment and learn the task at hand

**\*\*** = The supervisor name listed must be the person who signs the volunteer(s) in and out. If the position has not yet been filled, please put the title of the supervisor who will receive them

**#** = how many volunteers are needed for the job

1. Task Details (e.g. what will the volunteer be doing, who will the volunteer be interacting with, dress code, etc):

1. Special Skills Requested (e.g. heavy lifting required, word processing skills, etc):
2. What is special about this task that can be used as a selling point?
3. Did you have an exceptional volunteer last year? If so, please make your request here for specific volunteers and don’t forget to include their FIRST NAME and LAST NAME:
4. Any additional information needed about this position:

Please feel free to contact the volunteer office at any time at [organization email] if you have any lingering questions about requesting volunteers.

**Remember:** it’s easier to add more volunteer shifts in the future than it is to change or cancel a volunteer shift that already exists!