

Request for Volunteers

(Complete one form for each job description.)

Event name/# _____ Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: _____

Agency Name: _____ Agency Contact: _____

Agency Address: _____ Phone: _____ Ext: _____

Duties: _____

Volunteers must be physically able to: _____

Number Needed: _____ Dates/Hrs Needed: _____

For this position, volunteers must be at least ____ years of age.

Skills Needed

Description		Description

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____

Completed ☐ No placements possible ☐ No longer needed ☐