



## Volunteer Request Form

Date of request: \_\_\_\_\_

Requested by: \_\_\_\_\_

Program: \_\_\_\_\_

Volunteer needed by: \_\_\_\_\_

*Volunteer Requirements Time Frame:*

Weekly  Monthly  Flexible  One Time Event ( see below)

Please mark off the days and the shift time that you will need the volunteer

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

One Time Event      Day \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Volunteer Position Title:: \_\_\_\_\_

Number of Volunteers sought for this position: \_\_\_\_\_

Minimum Age: \_\_\_\_\_

Location volunteer will be at: \_\_\_\_\_

Qualifications, special skills or attributes needed for this position:

Description of the work to be performed:

Training to be given to volunteer:  on the job  job shadow  lead  other \_\_\_\_\_

Staff Contact for this position: \_\_\_\_\_

**Date Developed:** September 2015

**Date Approved:** November 2015