**Volunteer Request Form-General**

|  |  |
| --- | --- |
| **Today’s Date** |  |
| **Department Making Request** |  |
| **Name of staff person to supervise volunteer assignment/position** |  |
| **Number of Volunteers Needed** |  |
| **Type of Volunteer(s) Needed**  ***(check one)*** | ❒ One-Time Service (event, special project)  ❒ Ongoing Volunteer Position  ❒ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date Volunteer(s) Needed** |  |
| **Days/Times Volunteer(s) Needed** |  |
| **Please describe the volunteer’s responsibilities in detail.** |  |
| **Are there any special skills or training required for this assignment? If so, please explain.** |  |

|  |
| --- |
| ***Volunteer Services Department Use Only:*** |
| **Date:** |
| **Volunteer(s) Assigned:** |
| **Contact Info:** |
| **Comments:** |

*Please complete the top portion of this form and submit it to Leigh O’Brien, Volunteer Coordinator at* [*lobrien@graceworks.org*](mailto:lobrien@graceworks.org)

*When a volunteer has been successfully recruited and placed, Volunteer Services will complete the bottom of the form and return a copy to you.*