**Volunteer Request Form-General**

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| **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.** |  |

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| ***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*

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