



## One Time Project Volunteer Request

- Agency Name:
  - Your name, phone number and email:
  - Project Name:
  - Volunteer Position Name:
  - Project Location:
  - Project Date(s):
  - Shift Time(s):
  - # of Volunteers needed for each shift:
  - Description of Tasks:
  - Volunteer Skills Needed:
  - Name of Project Supervisor that Volunteers will report to on day of project:
  - Volunteers must be able to (mark all that apply) walk, stand, sit, lift \_\_\_lbs.
  - Training provided:
  - Special instructions for Volunteers: parking, where to check in, etc.
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- ✓ By what date do you need the Volunteer list returned to you?
  - ✓ Additional comments: