

Staff request for volunteer assistance

Date of request:

Project or department:

Staff contact:

Phone:

Email:.....

Brief description of work to be performed

Give both the goal of the tasks and examples of activities to be performed:

Person specification

Include both skills and attributes needed to perform the work, and any items that may disqualify an applicant:

Where will the work take place?

Preferred hours

Flexible to availability of volunteer

Required:.....

Length of commitment sought

Open ended

Fixed timeframe (please state).....

When do you want this volunteering opportunity to start?

Upon Availability Start Date:.....

Number of volunteers sought for this role.....

Please return this form to:

Name:.....

Email:.....