

## VOLUNTEER PROGRAM VOLUNTEER REQUEST FORM

School Site/Department: \_\_\_\_\_

Contact for Volunteer Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Person Completing this Form: \_\_\_\_\_

Check one:

Long-Term (school year)     Short-Term (one event)

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Volunteer's Position:

\_\_\_\_\_ (i.e. classroom assistant, carnival, etc.)

Volunteer will be supervised by (certificated or classified employee):

Employee's name: \_\_\_\_\_

Will the volunteer supervisor be readily available to the volunteer?  Yes  No

Location of Volunteer Assignment:

\_\_\_\_\_

1. What will the volunteer be doing? Please be as clear as possible and list the activities.

2. What are the minimal qualifications/skills needed for the volunteer position?

3. Will the requester provide training? If so what will the training consist of?

4. Will the volunteer supervise other volunteers?  Yes  No  
If yes, please explain:

5. Number of Volunteers Requested:  Hours needed:

Weekday	Saturday	Sunday
<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings	<input type="checkbox"/> Mornings
<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Afternoons
<input type="checkbox"/> Evening	<input type="checkbox"/> Evenings	<input type="checkbox"/> Evenings

Schedule details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. This Project Is Appropriate For:  Adults  Youth (Note: youth must be at least 15-years old and the task must be in accordance with child labor law guidelines. Contact the personnel office for additional information.)

7. Is this site accessible to people with disabilities?  Yes  No

Please list any difficult areas (e.g.: narrow hallways, stairs, no elevator, uneven walkways, long walks, non-accessible bathrooms, lifting, carrying, computer work, transportation, etc:

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8. What screening procedures are required for the volunteer applying for this position?  
(See Volunteer Program Checklist)

- 1. Volunteer Application
- 2. Acknowledgement of Workers' Compensation
- 3. Volunteer Handbook
- 4. Training Online Modules
- 5. DOJ Fingerprint Clearance and Criminal Background Check
- 6. Driver License and Auto Insurance Verification
- 7. Applicable Certification Verification
- Other (Please Specify):

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