



VOLUNTEER REQUEST FORM

Date: _____

Information you provide on this form is used to refer potential volunteers to your agency.

This is an Ongoing Volunteer Request This is a One-Time Event (Brigade) Volunteer Request

WHAT

Name of Organization:

Volunteer Position Title:

Volunteers needed (#):

Flexible

If requesting volunteer/s for a one-time event, name of specific event:

What will the volunteer/s do:

Special Requirements (Physical abilities, training, clothing, etc.):

Under 18 years of age okay?

Yes No

Benefits (training, perks, skill building, etc.):

Anything else we should know? (If you can provide an event flyer, please attach)

WHERE/WHO

Location/Address
(of volunteer activity):

Contact Person:

Phone:

Email address:

Website:

WHEN

Dates Needed (If ongoing, no end date necessary):

Begin Date:

End Date:

Day(s) of Week Needed

Sun Mon Tue Wed Thu Fri Sat

Flexible

Time of Day Needed

Morning Afternoon Evening Flexible

Length/minimum hours per shift (i.e., 2 hours):

Time Details:

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Volunteer Center of the Redwoods is a program of Area 1 Agency on Aging ° www.a1aa.org

Humboldt: 3300 Glenwood St, Eureka, CA 95501 ° (707) 442-3711 ° FAX: (707) 442-3714 ° volunteer@a1aa.org

Del Norte: 550 East Washington Blvd., Ste. 200, Crescent City, CA 95531 ° (707) 464-7876 ° FAX: (707) 4647877 ° dnrsvp@a1aa.org

INSTRUCTIONS

*If you are requesting **ONGOING** (Long-Term) Volunteers:*

- Fax, email or mail your request to the Volunteer Center of the Redwoods. Our contact information is on this form. We use this form to publicize your needs to potential volunteers.
 - Please print or type.
 - Use a separate form for each position.
 - Volunteers should not take the place of paid staff.
 - The Volunteer Center of the Redwoods does not perform reference checks. Please use screening practices appropriate to your agency.
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*If you are requesting **ONE-TIME EVENT** (Short-Term; Drop of a Hat Brigade) Volunteers:*

- Fax, email or mail your request to the Volunteer Center of the Redwoods. Our contact information is on this form. The sooner your request is placed, the sooner we can begin our search for Drop of a Hat Brigade volunteers.
- Volunteer Center staff will be in touch with you to confirm that we have received your request and to further clarify your volunteer needs.
- On the day of your event, have your volunteers sign in with their contact information so that you can contact them for your next event!
- Folks who contact you via the Brigade Digest should be treated like any volunteer who responds to a general media announcement. Please use screening practices appropriate to your agency.
- Don't forget to thank the hard-working volunteers that helped to make your event a success!