



Volunteer Request Form

Date of Request: _____

Will you accept volunteers, ages 12 - 18? Yes (only option) **Go, ManaTEENs!**

Will you accept youth, ages 8 - 11? Yes No **Adults?** Yes No

Will you accept family volunteers (parents supervising children)? Yes No

Group/Organization Name: _____

Contact Person (Volunteer Coordinator): _____

501(c)(3), not-for-profit organization? Yes No

Mailing Address: _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

How do you prefer to be contacted by potential Volunteers? E-mail Phone

For Special Events and Short Term Projects

Name of Event/Project: _____

Date(s) and Time(s) of Event/Project: _____

Location of Event/Project: _____

Volunteer Skills Necessary: _____

For On-going Needs and Long-Term Programs

Days and Hours when Volunteers are needed: _____

Program Location: _____

Volunteer Skills Necessary: _____

Is training provided for Volunteers? Yes No

Will you provide refreshments for Volunteers? Yes No

Would you like volunteer survey results emailed to you, after the event? Yes No

What level of "risk", in terms of liability, do you feel this opportunity represents? Low High

If there is a high level of risk, will your organization assume insurance responsibility? Yes

Where will Volunteers park? _____ Is parking free? Yes

Will your organization recognize the efforts of Volunteers? If so, how? _____

Are you interested in having Volunteer Security folks at your event? Yes No

Are you interested in Disaster Preparedness training for your organization? Yes No

As Volunteer Coordinator and/or Contact Person making request for Volunteers, I agree to:

- 1) notify Volunteers of any changes, modifications, or instructions prior to event/project/program.
- 2) obtain Volunteer information regarding name(s), length of service, etc. (preferably on an official ManaTEEN sign-in sheet) and I will fax the form to Volunteer Services within **48 hours** of completion of Volunteer assignment.

Volunteer Coordinator/Contact Person: _____

Fax Volunteer Request Form to: 761-0458, or email it to manateens@aol.com