

Volunteer Coordinator Request

Event Name: _____

Event Location: _____

Event Date: _____

Date of This Request: _____

Event Chair/Coordinator

Name: _____

Cell Phone: _____

Home Phone: _____

Email: _____

Is text messaging better for communicating with you? Yes: No:

Event On Site Contact Person

Name: _____

Cell Phone: _____

Home Phone: _____

Email: _____

Is text messaging better for communicating with you? Yes: No:

Information on Volunteer help needed for the event

Volunteer Position: _____

Description of Job Duties/Experience (if any are required):

Expertise Level (Check One):

None

Beginning

Confident

Experience

Advanced

Position requires handling money or sensitive information:

Yes

No

How many days required:

Days

How many hours per day required:

Hours

List below people who have volunteered for this position or other positions in this event and may not wish to be contacted?

Name

Reason for Request

