



# Volunteer Request Form

Please complete form  
**2 weeks** prior for general requests  
**5 weeks** prior for event requests  
 Submit to:  
 whitney@peacehouse.org  
 cc: Melissa@peacehouse.org  
 Submission confirmation email will  
 be sent within 3 days

NAME OF EVENT OR DEPARTMENT: \_\_\_\_\_

PURPOSE OF FUNCTION: \_\_\_\_\_

VOLUNTEER DUTIES: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### PROJECT DETAILS:

Date of Event: \_\_\_\_\_

Volunteers Needed: From \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Time Slots: \_\_\_\_\_ (e.g., 1 hour time slots, 2 hour time slots, etc.)

Total Number of Volunteers Needed Per Time Slot: \_\_\_\_\_

Reoccurring: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Monthly  Weekly

Details of reoccurring schedule: \_\_\_\_\_

### OTHER QUESTIONS:

1. Does a job description exist for this role? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, write a job description prior to submitting this form.

2. Will the volunteer have direct contact with clients or any client information? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have we provided volunteers for your task/event in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

OTHER INFORMATION PERTINENT TO REQUEST:

\_\_\_\_\_

**NOTE: We cannot guarantee the volunteer requested will be fulfilled. The department and/or volunteer request contact is responsible for the tasks that would otherwise be filled by a volunteer if efforts are unsuccessful.**

CONTACT	DATE	PEACE HOUSE RECEIVER	DATE
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