

## Request for Volunteers

(Complete one form for each job description.)

Request # \_\_\_\_\_ Today's Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Volunteer Position Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Duties: \_\_\_\_\_

Volunteers must be physically able to: \_\_\_\_\_

Number Volunteers Needed: \_\_\_\_\_ Dates/Hrs Needed: \_\_\_\_\_

For this position, volunteers must be at least \_\_\_\_\_ years of age.

**Skills Needed** (If computerized, select from skills listed on Disaster Volunteer Registration Form)

Job Skill #	Description		Job Skill #	Description

**Follow-up Contacts with Requesting Agency / Clarification of Need**

Date	Comments

**Volunteers Referred to Requesting Agency**

Name	Date	Name	Date

Completed     
 Request closed on \_\_\_\_/\_\_\_\_/\_\_\_\_  
 No placements possible     
  No longer needed