

Request for Volunteer Assistance

Please Complete and Return to Volunteer Services Office Two months prior to event.

Date of Event				Today's Date				
Event Name								
Scheduling Contact					Department			
Work #			Home #			Cell #		
Start Time			End Time			Set-up Time		
Target Audience	<input type="radio"/> Children <input type="radio"/> Teens <input type="radio"/> Parents <input type="radio"/> Adults <input type="radio"/> Seniors							
Expected Number of Audience								
Partnerships (if any)								
Library Participation (Please check all that apply): <input type="radio"/> Large Display <input type="radio"/> Table Booth <input type="radio"/> Giving Out Information Bags <input type="radio"/> Storytimes <input type="radio"/> Library Card Sign-up Manual <input type="radio"/> Library Card Sign-up w/ Computer <input type="radio"/> Other (Please be specific)								
Address of Event:								
Location of Library Table or Booth								
Number of Shifts Needed								
<i>(Shifts should begin with set-up time, overlap by 15 – 30 minutes, be between 3 – 4 hours in length, and extend until after clean-up). For an event from 10 a.m. to 5 p.m., there would be a shift from 9:30 a.m. – 12:30 p.m., 12 noon to 3 p.m., and 2:30 p.m. to 5:30 p.m. for a total of three shifts.</i>								
Number of Volunteers needed per shift								
Can teens volunteer? <input type="radio"/> Yes <input type="radio"/> No Youngest age accepted as a volunteer:								
On-site Coordinator						Work #		
Home #				Cell #				
Has the Event Committee Approved Participation in the Event? <input type="radio"/> Yes <input type="radio"/> No								
If no, has approval been obtained from Executive or Deputy Director? <input type="radio"/> Yes <input type="radio"/> No								
Name of Approving Party								

Timeline For Volunteers

Two Months Prior	Request for Volunteer Assistance is completed and sent to Volunteer Services.
Six Weeks Prior	Volunteer Services will e-mail Volunteer Participation Form for approval of the Scheduling Contact.
One Month Prior	Volunteer Services will e-mail and hard copy prospective volunteers and volunteer sources the approved Participation Form.
Two Weeks Prior	Volunteer Services will send e-mail and/or mail confirmations to participating volunteers. Scheduling Contact will be copied. If applicable, volunteer T-shirts will be mailed. Scheduling Contact is responsible for arranging and conducting any necessary special training of volunteers with the approval of the.
One Week Prior	Scheduling Contact will receive name badges for each participating Volunteer and Volunteer Schedule from Volunteer Services. (See Sample Below)
Day of Event	Scheduling Contact is responsible for securing the assistance of alternates if a scheduled volunteer is unable to participate. On-site Coordinator is responsible to check volunteers in and out to determine number of hours worked.
First Workday Following Event	Thank you notes should be sent to all participating Volunteers by On-site Coordinator. Scheduling Contact or On-site Coordinator will copy the Volunteer Services Office the hours worked by all Volunteers during event and a copy of thank you notes sent.

Harry Potter Movie Screening, Saturday, November 16, 2002

VOLUNTEER SCHEDULE

NOVEMBER 16 On-site Coordinator	9 15 A.M. TO 1 00 P.M.	
	1. _____ Library: _____ Address: _____ City: _____ Zip: _____ Home Phone: _____ Work Phone: _____ E-mail: _____	2. _____ Library: _____ Address: _____ City: _____ Zip: _____ Home Phone: _____ Work Phone: _____ E-mail: _____