



<u>Volunteer Staff Use Only</u>
1.
2.
3.
4.
5.
6.

Volunteer Request Form

Date of Request: _____

Supervisor: _____ Phone: _____

Volunteer Project/Event: _____

Volunteer Work Site: City Hall Other (Specify) _____

Type of Volunteer Request New regular, ongoing position Special short-term project
 Current regular, ongoing position Mailings project
 Special Event Data entry/Clerical

Days of the Week Needed: Su M T W Th F Sa Flexible

Days/Hours Preferred: _____ Preferred Project Date: _____

Number of Volunteers Needed for this Position/Project: _____

- If this is a new regular position, attach a Volunteer Position Description Worksheet.
Start date for regular positions: _____
- If this is a special event, complete the following:
Volunteers will be Greeting Ushering Selling tickets Registration
 Other _____
- If this is a special project, attach a brief description of the volunteer responsibilities.
- If this is a mailings project, complete the following: Number of pieces in the project: _____
Volunteers will be Collating Folding Stapling Stuffing Envelopes
 Labeling Sorting Assembling Packets Other (Specify below)

Requester: _____
(If different than Volunteer Supervisor)

Phone: _____

Signature
of Department Head: _____

Date: _____

- Please allow at least **6 weeks** for a regular position request to be filled.
- Please allow **1-2 weeks** for mailing requests to be filled.
- Please allow at least **2 weeks** for special event requests.
- Time needed to fill special project requests will vary according to the request.

Please return form to: Volunteer Services
City Hall
3400 Plymouth Boulevard
Plymouth, MN 55447
763-509-5230 or email to Volunteer@ci.plymouth.mn.us

