PTA VOLUNTEER REQUEST FORM

- Please complete the top section of this form. The bottom section will be completed and the entire form returned to you once your volunteers have been scheduled.
- A minimum advance notice of one week is required to ensure successful volunteer recruitment.
- Please complete a separate request form for each event or task request.

Name _____ Today's Date ____/____/____

Organization/Class Name _____

Event/Task _____ Event Date ____/____/____

Volunteer Needs

	Date	Hours	Hours
Day 1	MM / DD / YY	00:00 am/pm -- 00:00 am/pm	00:00 am/pm -- 00:00 am/pm
Day 2	MM / DD / YY	00:00 am/pm -- 00:00 am/pm	00:00 am/pm -- 00:00 am/pm
Day 3	MM / DD / YY	00:00 am/pm -- 00:00 am/pm	00:00 am/pm -- 00:00 am/pm

Number of volunteers per shift _____ Total number of volunteers _____

Description of Duties _____

_____

- For PTA Use Only -

Received by _____ Date received ____/____/____

Volunteer	Date	Hours
	MM / DD / YY	00:00 am/pm -- 00:00 am/pm
	MM / DD / YY	00:00 am/pm -- 00:00 am/pm
	MM / DD / YY	00:00 am/pm -- 00:00 am/pm
	MM / DD / YY	00:00 am/pm -- 00:00 am/pm
	MM / DD / YY	00:00 am/pm -- 00:00 am/pm
	MM / DD / YY	00:00 am/pm -- 00:00 am/pm
	MM / DD / YY	00:00 am/pm -- 00:00 am/pm
	MM / DD / YY	00:00 am/pm -- 00:00 am/pm
	MM / DD / YY	00:00 am/pm -- 00:00 am/pm