Volunteer Request Form

Please fill out the form below to help the Staff Council find volunteers for your event. All submitted requests will be reviewed and posted on the Staff Council webpage under “Volunteer Opportunities.” A member of the Staff Council will follow up if needed. Thank you for creating volunteer opportunities!

***This form must be submitted at least 30 days prior to the start of the event.***

**Contact information**

**Submitter Name:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Office Phone Number (*optional*):** Click or tap here to enter text.

**Department/Club/Committee name:** Click or tap here to enter text.

**Event Details**

**Event Name:** Click or tap here to enter text.

**Date of Event:** Click or tap to enter a date. **Time of Event (*Start to Finish*):** Click or tap here to enter text.

**Location of Event (*Address, Building Name, etc.):*** Click or tap here to enter text.

**Will this event be:  *Inside* or  *Outside***

**Brief Description of Event:** Click or tap here to enter text.

**Volunteer Needs**

**Total number of Volunteers needed:** Click or tap here to enter text.

**Volunteer Roles, Responsibilities, and skills/requirements:** Click or tap here to enter text.  
***[Please list each role and the number of volunteers needed for each – e.g., Greeters (2) (Welcome guests), Setup Crew (3) (Set up and take down all equipment & must be able to lift 20lbs), etc.]***

**Preferred Shift Times or Volunteer Time Commitment:** Click or tap here to enter text.  
***[e.g., 9:00-11:00 AM, Full Event, Flexible, etc.]***

**How should volunteers sign up?:  Email the Submitter,  Sign up link (**Click or tap here to enter text.**)  Other:** Click or tap here to enter text.

**Deadline to sign up?** Click or tap to enter a date.

**Additional Notes:** Click or tap here to enter text.  
***[Lunch provided, pre-event training, parking info., attire, etc.]***

**Once completed, please email to:** [facstaff-committee@faytechcc.edu](mailto:facstaff-committee@faytechcc.edu)