School/Program: ________________________________

Teacher/Requestor’s Name: ______________________

Today’s Date: ________________________________

Teacher Position/Grade: ________________________

Phone: ________________________________

Category: Please check the area of interest (one area per form)

- Academic Support (Circle: Enrichment, Math, Reading, Science, Social Studies, Writing)
- Assessment (K-1, CBM)
- Childcare
- Classroom Helper
- Clerical
- Computer
- ELL
- Media Services
- Receptionist
- Special Ed
- Special Events: ____________________________
- Other: ________________________________

Volunteer Job Responsibilities:

Number of volunteers requested: ________________________________

Age range of people the volunteer will be assisting:

- Pre-K
- Elementary
- Middle School
- High School
- Adults
- Senior Adults

Goals (outcomes resulting from volunteer placement):

- Assist program/teacher
- Assess ability level
- Connect with student
- Develop student’s skills
- Facilitate event
- Welcome, greet, direct visitors

Place job will be performed:

- Classroom
- Curriculum Room
- Media Center
- Other: ________________________________

Desired schedule:

For One Time Event

Event Date: ________________________________

For Ongoing placements:

Day/s of Week: M T W Th F Sa Su

Volunteer Start Date: ________________________________

Start Time: ________________________________ am/pm to ________________________________ am/pm

Shifts: please describe: ________________________________

Hours per Time: ________________________________

Frequency:

- Daily
- Weekly
- Monthly
- Other

Length of Commitment:

- One Time
- Short Term
- On-Going
- Summer

Qualifications Required:

- Adult
- Youth (middle-high school)
- Flexible schedule
- Other
- Language (Specify):

Training Requirements:

- Will be provided by supervisor
- If not, by whom: ________________________________

Desired schedule: ________________________________

Will meet volunteer at this location: ________________________________

Comments or special instructions: ________________________________