



FUTURE IN SIGHT

STAFF - VOLUNTEER SERVICES REQUEST FORM

Date of Request: _____

FIS is fortunate to have volunteers who can assist with clerical, administrative, and data management projects in addition to volunteers who provide direct assistance to clients. Please fill out as much information as possible so the Volunteer Program Manager can coordinate and assign a suitable volunteer for your needs.

The Volunteer Program Manager will work to connect staff with a qualified volunteer for requested projects.

The staff who requests the project will instruct, oversee, and manage the assigned volunteer.

The Volunteer will submit project time on his/her monthly timesheet.

Staff and Department: _____

Project Description: _____

Date of Activity/Event: _____ **Response Needed By:** _____

Skills needed/Additional notes:

If database/computer skills are needed, please specify (for example proficiency with Excel, Salesforce, CRM, Word) If someone has strong computer skills are you willing to provide instruction for the task?

Does the work need to be done on-site? _____

Any special/additional space and equipment requirements? _____

Supervisor approval: _____

Date: _____