REQUEST FOR VOLUNTEER HELP

If you prefer not to fill out this form, please feel free to call the Volunteer Services office directly to place a request for help and/or to meet with the Director.

Name (please print) ____________________________ Phone or Beeper ____________________________ Date ____________________________

Department / program name ____________________________ Location ____________________________

Frequency of assignment:
- one time □
- daily □
- weekly □
- monthly □
- quarterly □
- other □

Preferred day(s) / time(s) ____________________________________________________________________

Description of help needed and tasks involved: ____________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Special experience or skills needed: ____________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Physical requirements: _________________________________________________________________________

______________________________________________________________________________________

Location of assignment: _______________________________________________________________________

Person(s) responsible for departmental orientation & training: _______________________________________

______________________________________________________________________________________

Note: For some types of help to be done in our work room (collating as an example), we may need to contact you for more detailed information.

Thank you for your request, we will try to find a volunteer who possesses the skills which you have identified. Sometimes, however, we are unable to fill requests due to the unavailability of a compatible volunteer.

Please keep in mind that, due to wage and employment laws, a volunteer can support portions of an employee’s tasks, but cannot be used to replace an employee.

Once we find a volunteer and have screened them to assess their ability to meet your request, we will ask you to meet them. Once you accept a volunteer, we ask that you take responsibility to orient them to your department and provide ongoing support.

Thank you for your interest in DHMC Volunteer Services.