

Volunteer Request Form

Requestor Information (only required if you are a new requestor)

Requesting Organization: _____

(Program has?) Liability Insurance

Preferred method of contact: email
 in person
 mail
 fax
 phone

Best time to call: _____

Name of Contact Person: _____

Title: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Phone # _____ Ext. # _____

Fax # _____

Email Address: _____

New Volunteer Opportunity Information

Position Title: _____

Duties: _____

Volunteer Sector:

Health
Education
Business
Justice
Recreation
Social Services
Environment
Cultural and Ethnic
Theatre
Native Volunteering
Other
Animals

Type of Volunteer Activity:

Administration and General Office Assistance
Board/Committee Work
Event organization and related assistance
Fundraising
Mentoring
Performing physical work/Labour
Performing Technical/Professional Services
Providing consultation/advice
Providing service directly to people
Sport coaching/leading
Teaching/Tutoring
Other

Start Date: _____ End Date: _____

Number of Volunteers needed: _____

Benefits to Volunteer: _____

Skills Expected: _____

Required Language(s): _____

Minimum Age: _____ Preferred Gender: Male
Female
None

Police check Required Reference Check Required

Orientation Provided: _____

Training Provided: _____

Type of Client Volunteer will work with: (check all that apply)

Season:

- Adults (19-64)
- Youth (11-18)
- Children (5-10)
- Infants (0-4)
- Physically Disabled
- Mentally Disabled
- Seniors (over 60)
- Animals
- Low-income families
- Not applicable

- Year Round
- Spring
- Summer
- Fall
- Winter

Time of Day:

- Morning
- Afternoon
- Evening
- Variable Time Schedule

Day(s) of the week:

- Monday Friday Weekends
- Tuesday Saturday Weekdays
- Wednesday Sunday Every day
- Thursday No specific days

Commitment: The volunteer will be required to commit to a minimum of _____
hours per day week month year for a minimum of _____
 days weeks months years

Work Location: _____

Wheelchair Accessibility:
(for partial access,
enter details)

- Full
- Partial
- None

Details: _____

Car Required

Free Parking

On Bus route

Smoking permitted