

**CHICOD PTA VOLUNTEER REQUEST FORM**

Dear Staff and Teachers,

As different Events/Functions come up during the year and you would like to have Volunteers help; the PTA Volunteer Committee is asking for your help to make this as easy as possible by filling out this form giving us as much detail as you can so that we can help you have a successful Event/Function.

**Event Name & Description:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Date/Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will Event Need Shifts, if so, how many (Be Specific):**

**Each Volunteer needs to have a Specific Job Description In Advance “serve food, write on a board, walk children to area, cafeteria duty, etc.”:**

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**Any Special Instructions “ standing a lot, do they need to bring lunch, Event 1/2 a**

**day or whole day, etc.”:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Who & where will they report to upon arrival after signing in at the front office:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***PLEASE PUT IN THE VOLUNTEER BOX—WE APPRECIATE AT LEAST A 2 WEEKS NOTICE.***

Thank you from your PTA Volunteer Committee,

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