



# Volunteer Request Form - Not For Profit Community Groups

Date: \_\_\_\_\_

## ORGANIZATION CONTACT INFORMATION *(Please Print):*

Name of organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal code: \_\_\_\_\_

Email: \_\_\_\_\_

Website address: \_\_\_\_\_

Are you a Character Community Organization?  Yes  No

If no, would you like to join the Character Community initiative?  Yes  No

## EVENT INFORMATION:

Event Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

## VOLUNTEER OPPORTUNITY INFORMATION:

Volunteer Position Title: \_\_\_\_\_

Location of Position: \_\_\_\_\_

Minimum # of Volunteers Required: \_\_\_\_\_

Maximum # of Volunteers Required: \_\_\_\_\_

Shift Hours (Start): \_\_\_\_\_

Shift Hours (End): \_\_\_\_\_

Description of Volunteer Position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all Responsibilities & Duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications Required to Volunteer (if any):

\_\_\_\_\_

\_\_\_\_\_

Training Requirements for this Volunteer Position (if any):

\_\_\_\_\_

\_\_\_\_\_



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Training Date, Time and Location (if applicable):

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Minimum Age Requirement: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has this activity been approved for OSSD (Ontario Secondary School Diploma)? \*  Yes  No

If yes, which Board:  Public Board

Catholic Board

Toronto Montessori School

*\* For students to claim volunteer hours towards their required 40 hours, your event must be pre-approved by the Board of Education. For more information, visit [yrdsb.edu.on.ca](http://yrdsb.edu.on.ca).*

The Volunteer Development Team will send your request to Richmond Hill's volunteers, indicating on your posting that this is not a Town hosted or sanctioned event.

Please forward all requests to [community@richmondhill.ca](mailto:community@richmondhill.ca) or fax requests to 905-737-0430.

For more information, please contact Kathy Sampson at [community@richmondhill.ca](mailto:community@richmondhill.ca) or call 905-884-0855, ext. 224.

**PLEASE NOTE:**

Please ensure that you track the number of volunteers that were recruited through the Richmond Hill Volunteer Development Program and the number of hours that they volunteered with your organization. The Volunteer Development Team will follow up with you after the event and will ask you to complete a quick post event survey regarding the use of our services.

**FOR INTERNAL USE ONLY** (Section for Staff to complete):

Date Received: \_\_\_\_\_

Revision Required:  Yes  No

Final Request Received: \_\_\_\_\_

Number of Revisions: \_\_\_\_\_

Date Posted: \_\_\_\_\_

Volunteer Report Required:  Yes  No

Post Event Follow-up:  Yes  No

Time to Complete (hrs): \_\_\_\_\_