



**International House Davis
Volunteer Request Form**

This form is for requesting general volunteers who do not require an interview. Use this PDF version if the RTF version isn't compatible with your word processor. Please fill out the form and send it as an attachment to volunteer@internationalhousedavis.org or answer the questions in the body of your email using the same numbering as the questions. After receiving your request, the coordinator will try to find a match by announcing via our volunteer email list. The response will depend on a variety of factors, one of which will be the job description you provide. Please allow ample lead time as it may take more than one announcement to find a match. Thank you!

Please fill out a separate form for each volunteer position.

1. Name of requester/supervisor: _____
2. Email address of requester/supervisor: _____
3. Submission date (today): _____
4. Volunteer job title (e.g. set up person): _____
5. Job description and requirements -- succinct and clear. (This is what our volunteer coordinator will use to send out a call for volunteers.): _____

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6. Date(s) the volunteer is needed: From: _____ To: _____
 7. Time the volunteer is needed: From: _____ To: _____
 8. How many volunteers needed? _____
 9. Briefing/training req beforehand? yes no
If yes, when? Date: _____
Time: From: _____ To: _____
 10. Does the volunteer need to provide equipment to perform the task? yes no
If yes, what? _____
 11. Deadline date when need to know if a volunteer has been found or not? _____
 12. Additional remarks: _____
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