**Request for National Honor Society Student Volunteers**

Please complete the following form, so we can provide you with accurate help for your event. Please email the NHS Advisors, R. Moore (rmoore@cvs.k12.mi.us) or M. Sturza (msturza@cvs.k12.mi.us) your completed form.

Date Request is Submitted: \_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Starting Time for Volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Time for Volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Volunteer Duties at the Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Min # of volunteers needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Max # of volunteers needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For longer events, we recommend having students volunteer by shifts. You can add additional shifts to this list.

 Shift 1: Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shift 2: Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Shift 3: Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Please understand that we will make our best effort to find you the volunteers that you request. We meet with students monthly. Depending on when your request is submitted, we will notify students of the event as soon as possible.

\*Students that volunteer will need to have their hour sheet signed and verified by you at the end of the event. Please “round” to nearest ¼ hour.

\*If you need to know more information, please create an account at [www.signupgenius.com](http://www.signupgenius.com). Search rmoore@cvs.k12.mi.us, and you can click on your event to find out more information regarding volunteers.

Thank you for your cooperation and we look forward to working with you!