



# Volunteer Event Request Form

Please fill out all sections of this form. Failure to do so can delay your booking.  
(Repeating events must be booked on Tuesdays, Wednesdays or Thursdays.)

## Organization Information

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State and ZIP Code*

Group Coordinator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization Type:  Career Development  Church/Club  Civic/Professional Group  Military  School

(SCHOOL ONLY) Grade Level:  3  4  5  6  7  8  9  10  11  12  College

## Request Information

Please select:  Option 1 - Full Day  Option 2 - Morning  Option 3 - Afternoon

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

Number of Volunteers:  
(Maximum 25 per day/per shift)

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

This volunteer event is a:  One-Time Event  Repeating Event (fill out Recurrence field below)

**For Repeating/Recurrences ONLY...**

Weekday:  Tuesday  Wednesday  Thursday

Recurrence Pattern:  Weekly Or Every:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup> weekday of the month

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**If your group requires special accommodations, please explain:**

**How did you hear about this opportunity?**

Current or Prior NBG Volunteer  Professional Publication  Job Fair  Newspaper  Social Media  
 Placement Office  Website  Outreach  Other: \_\_\_\_\_