



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, Thursdays or Fridays.)

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 10 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 Friday

Recurrence Pattern: Weekly Or Every: 1st 2nd 3rd 4th 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: _____