

HARMONYPROJECT

Community Service Request Form

ORGANIZATION INFORMATION:

Organization Name: _____

Mission: _____

Website: _____

CONTACT INFORMATION:

Name: _____

Phone Number: _____

Email Address: _____

EVENT SPECIFICS:

Event Name: _____

Event description: _____

Event Frequency? Circle one: SINGLE MULTIPLE RECURRING

Service date(s): _____

Service time(s): _____

Can this event be divided into shifts? Circle one: YES NO

Can this event be divided by job or task? Circle one: YES NO

If Yes, please list & describe all jobs / tasks: (please be specific)

Task: _____

Volunteers needed: Total _____ Per Shift _____

Physical Labor Required? Circle one: NONE LIGHT HEAVY

If HEAVY, please explain: _____

Task: _____

Volunteers needed: Total _____ Per Shift _____

Physical Labor Required? Circle one: NONE LIGHT HEAVY

If HEAVY, please explain: _____

Task: _____

Volunteers needed: Total _____ Per Shift _____

Physical Labor Required? Circle one: NONE LIGHT HEAVY

If HEAVY, please explain: _____

Task: _____

Volunteers needed: Total _____ Per Shift _____

Physical Labor Required? Circle one: NONE LIGHT HEAVY

If HEAVY, please explain: _____

TOTAL NUMBER OF VOLUNTEERS NEEDED FOR ALL JOBS & SHIFTS: _____

Training requirements? Circle one: YES NO

If yes, please explain: _____

Clothing requirements? Circle one: YES NO

If yes, please explain: _____

Kid "helpers" welcome? Circle one: YES NO

If yes, is there an age restriction?: _____

Background checks needed? Circle one: YES* NO

*Please note if background checks are required, we ask the host organization to facilitate those at the host organization's expense.

LOCATION / DIRECTIONS / PARKING

Event Location: _____

Special Directions or Parking? (please be specific)

Parking vouchers provided? Circle one: YES NO N/A

ADDITIONAL EVENT INFORMATION:

Water Provided? Circle one: YES NO

Snacks or Meal Provided? Circle one: YES NO

If yes, please explain: _____

Event Admission Provided? Circle one: YES NO

Weather Contingency Plan? Circle one: YES NO

If yes, please explain: _____