



# Station Request for RSVP Volunteers

Volunteer Station: \_\_\_\_\_ Date of request: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Dates volunteers are needed: \_\_\_\_\_ Hours: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# of volunteers needed per shift: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day of the week	Date	Shift	Volunteer	Phone

For office use: Date Eblast sent: \_\_\_\_\_

Date recorded: \_\_\_\_\_

Date phone calls made: \_\_\_\_\_

Timesheet sent: \_\_\_\_\_