



Norwich University
Center for Civic Engagement

Sign-Up Deadline: _____

Volunteer Request Form

Please use this form to request volunteers from Norwich University for any of your ongoing or special event needs. This form will need to be completed and processed before we can accommodate your service request. Please limit one event/need per Volunteer Request Form.

Today's Date: _____ Type of Need: One-time On going

Organization Submitting Request: _____

Contact Person: _____ Cell Phone: _____

Contact's Title: _____ Email: _____

Event/Volunteer Title: _____

(If request is on-going please list type of volunteer needed – i.e. crisis counselor, tutor, receptionist, etc. If request is for a one-time event, list the event's title – i.e. Walk-a-thon fundraiser, Holiday Banquet, etc.)

Event Location (address if possible): _____

Minimum # of volunteers needed: _____ Maximum # of volunteers needed: _____

Event Date 1: _____ Event Date 2: _____

Event Time 1: _____ Event Time 2: _____

Is there training required? Yes No

Will meals be provided? Yes No

Preferred dress? _____

ACU's

Super B's

Dress Blue

Tunic

Civilian Attire

Description of training:

Brief Description of event/duties of volunteer(s):

Please email or fax completed request forms at least two weeks in advance to:

Norwich University's Center for Civic Engagement

158 Harmon Drive, Northfield, VT 05663

Phone: (802) 485-2644 Fax: (802) 485-2454

Email: 4achange@norwich.edu