

Department Volunteer Request Form

Please note that we require General Volunteers to commit one 3-4 hour shift per week for at least 6 months out of respect for the employees who are taking the time and effort to train them. Volunteers can support a department up to 10 hours per week (anything more than that would not be considered a volunteer role). Volunteer Services onboards new volunteers on a monthly basis. If you have a specific individual identified for a special project that is less than 6-months time, we can onboard them as a pre-placed volunteer in your department as long as their duties align with other volunteer roles.

Requesting Department: _____ Requester: _____

Person on your team who will manage the volunteer(s): _____

How frequently would you like volunteer support?

 Daily Weekly _____ x time(s) Biweekly Other _____What hours would you like support? ***Shifts are typically 9am-12pm or 1pm-4pm with some variations.**

If the support is needed for a wide range of hours, we will need to fill them with multiple volunteers. What is the **maximum number of volunteers** you have the capacity to manage?

Is this work that is currently done or should be done by a paid employee/contractor based on needed skills, frequency, or level of work?

 Yes No

If a volunteer is unable to come in for a shift, would it negatively impact the work of the department?
***Volunteers are not here all day every day. How will that impact your area?**

 Yes No

Please include a description of the requested duties.

Please complete this form and return it to Amy Almeida, Volunteer Coordinator, at aalmeida6@mgb.org.