

**Volunteer Request Form**

**Check Request Priority Type:      SPECIAL EVENT      OR      ON GOING**

**Agency Name:** \_\_\_\_\_

**Volunteer Position Title:** \_\_\_\_\_

**Volunteer Date**      /      /      -      /      /

**Volunteer Duty Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills Needed:** \_\_\_\_\_

\_\_\_\_\_

**Number of Volunteers Needed:** \_\_\_\_\_

**Location:** \_\_\_\_\_

\_\_\_\_\_

**Special Request** \_\_\_\_\_

\_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Contact details: Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**\*Request should be sent at least 2-3 weeks in advance of the event.**

**PLEASE SEND REQUEST TO [WENDY.M.FOXX.CIV@MAIL.MIL](mailto:WENDY.M.FOXX.CIV@MAIL.MIL) OR BY FAX (915) 568-8252**