



Volunteer Department

Daytime Volunteer Support

Before you begin completing the Request for Project form, please read the following carefully. Because a project is a short-term or temporary work order, we would prefer the project to not extend beyond two weeks. If the project do extends beyond the due date, it is the responsibility of the Requestor to communicate this information to the Volunteer Department *prior to asking the volunteer to come back or continue with the project.*

Volunteers' may not to work in highly sensitive areas or to do the work of the Staff Employee. If you have any questions, please call the Volunteer Department @ 214.333.6313.

Once form is completed, please print and fax the form to: 214.331.1659

Today's Date:	Requested By: Name of Department: Contact Number:	Department Head Signature: _____
Start Date: End Date: Location:	Availability Working Hours: (Check which applies) <div style="text-align: center;"> Daytime (9 a.m.-12 p.m.) Afternoon (1 p.m.-5 p.m.) Weekend (only for special assignments) </div>	
Number of persons needed: <div style="text-align: center;"> Male Female </div>	Dress Attire: <div style="text-align: center;"> Business Casual Casual </div>	
Description of the project and skills needed: 		
<i>TO BE COMPLETED BY THE VOLUNTEER DEPARTMENT</i>		
Volunteer Name:	Volunteer Contact Information:	
Comments: 		

