

Volunteer Request Sheet

In order to make your event as successful as possible, as well as make it a positive experience for our Maxwell-Gunter volunteers, please read the below guidelines before completing your request for volunteers.

1. Only requests from non-profit organizations will be accepted; requests from agencies or individuals, other than non-profit, can be reviewed for consideration.
2. Requests will be posted monthly.
3. Requests must be received no less than 6 weeks prior to posted deadline or event date. This will allow for review and processing of your request.
4. Any requests received less than 6 weeks prior to event deadline or date, will be considered a "Short Notice" request and may not be posted on our site.
5. You will be contacted, in either case, and notified of outcome of your request.
6. Please provide only organization/business contact information, as we cannot post personal contact information on our site.
7. To avoid delays in processing your request, please fill in all fields completely. Any items not applicable please annotate "N/A".
8. For one time events, please include scheduled event date(s) and time(s). Open dates(s) and time(s), i.e. "any", "any day", etc. will not be accepted. You will be contacted to resubmit form with date/time, which will delay the process.
9. For on-going events, please include available/operating date(s) and time(s), i.e. *Monday – Friday, 8:00 a.m.–4:00 p.m., 8: a.m.–5:00 p.m. - 7 days/week - flexible 2-3 hour shift*. Open dates(s) and time(s), i.e. "any", "any day/time in Jan", etc. will not be accepted. You will be contacted to resubmit form with date/time, which will delay the process.
10. Do not worry about the size of the fields, as they will expand as you input the information.
11. Requests are not guaranteed publicizing on our site, nor does advertising your event on our site guarantee participation.
12. Keep in mind the military mission comes first, any mission needs that arise in conflict with your event, will overrule volunteers' ability to volunteer. So, please be sure to contact participants to confirm availability.

13. Insure there are standards/written guidelines of what volunteers will do, as well as ethics and safety standards.
14. Volunteers must receive drinks during the event and a meal if they are volunteering for five hours or more, as well as allowed break times.
15. Alcoholic beverages are highly discouraged for our volunteers.
16. As part of our volunteer effort, we need to collect data of all of our military affiliated volunteers, i.e. active duty/retirees/guard/reserves/DoD civilians, as well as any of their dependents.
17. A data sheet will be provided to you, once your request has been approved, and should be submitted within five days after event has been completed.
18. Advertising of your event does not constitute endorsement by the Federal Government or the U.S. Air Force or the information, products or services contained therein.
19. Military personnel cannot perform service in uniform unless approved in advance by Maxwell Air Force Base Wing Commander.
20. To receive approval from the Wing Commander, coordinate with the 42 ABW Judge Advocate (JA) and Public Affairs (PA) offices.
21. Submission of request sheet constitutes you understand and agree to the above standards/guidelines of the volunteer program.

See next page for request form

Volunteer Request Form

* indicates a required field

**Only provide organization/business contact information

*Requestor Name: _____

**Email Address: _____

**Telephone #: _____

*Agency Name: _____

Agency Website (if applicable): _____

*Event Name: _____

*Event Date(s)/Time(s): _____

EXAMPLE: November 13, 7:00 a.m.-10:00 a.m.

*Location _____

complete mailing address to include zip code):

*Purpose of Event: _____

*Number of Volunteers Requested: _____

*Duties: _____

(number/list each duty separately, number of people, start/end times, and descriptions)

EXAMPLE: 1. Set Up (6 people), 7:00 a.m.-10:00 a.m.: Assist setting up tables, chairs, tents, decorations, etc.

*Arrival Time(s) based on duty: _____

*Age Requirements/Restrictions: _____

Special Skills (if applicable): _____

*Deadline to Sign Up: _____

Point of Contact:

*Name: _____

**Email: _____

**Telephone #: _____

SUBMIT FORM