



Mesa County RSVP, Inc.

P.O. Box 1077; 422 White Avenue, Basement; Grand Junction, CO 81502
-- Phone 243-9839 -- Fax 245-4808

VOLUNTEER REQUEST FORM

This form is for requesting volunteers for regular positions at your agency not for One-Time Projects

Date of Request: _____ Date Volunteers Needed: _____

Member Agency: _____ Date Job Ends: _____

Contact Person Name: _____ Phone: _____

Mailing Address: _____ City: _____ Zip: _____

Physical Address: _____ City: _____ Zip: _____

Volunteer Job Title: _____

Location Where Volunteer Work is to be Completed: (e.g. Agency's Physical Address, Volunteer's Home, or Some Other Location) _____

Number of Volunteers Needed to Fill Position: _____

Responsible To: (Name/Position) _____

Job Responsibilities: _____

Circle The Heading That Best Describes This Position (Only One):

Administrative Support/Management
Office Support/Clerical
Arts/Entertainment/Culture
Home maintenance/Skilled Trades
Environment/Recreation/Animals
Mental Health/Social Services

Communications
Personal Services
Education/Day Care
Justice/Government
Health/Medical
Disabilities

Training Provided to Volunteer: (date, time & type): _____

Qualifications/Special Skills Required: _____

CIRCLE THE CATEGORIES THAT APPLY

Hours per week: 1-3 4-6 7-10 10+ Flexible

Daily Schedule: Mornings Afternoons Evenings Flexible