



DEPARTMENT REQUEST FOR VOLUNTEERS

- General Volunteer Student Intern Youth Volunteer 13-17 yrs.
 Senior Volunteer 55 yrs+ Short-Term Volunteer Other: _____

Department / Division making request: _____ Date of Request: _____

Office Address _____ Room # _____

Staff member making request: _____ Supervising staff member: _____

Extension: _____ Email: _____

Project/Event Title: _____ Volunteer Title: _____

Total number of volunteers needed: _____

Project/Event Date(s): _____

Time commitment desired: (On average, ongoing volunteer positions require approx. 10-15 hrs/wk)

_____ hours/day; _____ days/week

Estimate of total hours needed: _____ hrs

1. Purpose of project / volunteer:

2. Volunteer duties (please be specific about tasks and duties):

3. How is this volunteer position NOT a paid staff position? (SEIU requires an answer to this question)

4. What skills are needed?

5. What is the most fun thing this volunteer will be doing? (Or what would motivate someone to want this volunteer position?)

6. Legal/policy requirements to be met for this volunteer position (as needed/according to department):

- Driving record check¹ Fingerprinting* Provide three job references
 Background Check* Oath of Confidentiality² Reference check
 Other (please be specific): _____

7. Has this volunteer position been approved by the department head? Yes No

8. Do you have a specific volunteer in mind? If so, what is their name? _____

9. Do you want this opportunity posted on scvolunteercenter.org?

Yes No

¹ Volunteer is responsible to obtain own **Driving Record Check** from DMV.

* City of Santa Cruz covers the cost of the **Background Check/Fingerprinting**.

² **Oath of Confidentiality** is administered by department, not through CitySERVE.

Please deliver/return to:
CitySERVE Coordinator
809 Center St Rm 6, Santa Cruz
P: (831) 420-5403

CityServe@scvolunteercenter.org

For Office Use Only

Roster (# _____)

Volunteer center