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Volunteer Request Form

Complete and submit this form to your supervisor at least one week prior to the proposed activity to ensure its timely approval. Eight hours of volunteer time per calendar year will be considered paid time off at the employee's current base salary. Documentation of volunteer service must be presented to the employee's supervisor upon completion. Volunteer time should be designated on the employee time and effort card as such. Signed forms should be submitted to the Administrative Assistant for employee files.

Name of Employee Making Request: _____

Date of Volunteer Activities: _____

Time Activities will Begin: _____ Time Activities will End: _____

Name of Organization with which volunteering will occur:

Please provide a short description of the volunteer activities that will be performed and the organization with which volunteer activities will take place:

Employee Signature

Date

Supervisor Signature

Date