# Volunteer Program

## Request Form

### Agency Information

<table>
<thead>
<tr>
<th>Date:</th>
<th>Agency Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Address:</td>
<td>Phone number:</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td>On a bus route:</td>
<td>Which one:</td>
</tr>
</tbody>
</table>

### One-Time, Non-Date Specific Activity

(For example: individual or group needed for offices tasks, or leaflet/poster distribution.)

Contact Name: ________________

Description of need (list specific tasks and responsibilities and approximate number amount of time):

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Skill Area: 

- Animals
- Clerical
- Computer
- Construction
- Languages
- Research
- Other: __________

### One-Time, Date-Specific Activity

(For example: individual or group needed for event such as Ithaca Festival.)

Date(s) ________________ Time(s) ________________

Contact Name: ________________

Description of need (list specific tasks and responsibilities):

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Skill Area: 

- Animals
- Clerical
- Computer
- Construction
- Languages
- Research
- Other: __________

### Ongoing Volunteers

Contact Name: ________________

Description of need (list specific tasks and responsibilities):

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Skill Area: 

- Animals
- Clerical
- Computer
- Construction
- Languages
- Research
- Other: __________

Is training required? 

- Yes  
- No

Where/When:

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Please mail, fax, or email this form to:
Public Service Center
3rd Floor of Kennedy Hall, Ithaca, NY 14853
Phone: 607.255.1148
Fax: 607.255.9550
Email: cupsc@cornell.edu