



# Cornell University Public Service Center

## Volunteer Program

Request Form

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

### Agency Information

Date: \_\_\_\_\_  
Agency Name: \_\_\_\_\_  
Address: \_\_\_\_\_

### Office Use

Date rcvd: \_\_\_\_\_  
Date entered: \_\_\_\_\_  
PSC rep: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
On a bus route: \_\_\_\_\_ Which one: \_\_\_\_\_

**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):

\_\_\_\_\_

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):

\_\_\_\_\_

Skill Area:  Animals  Clerical  Computer  Construction  Languages  Research  Other: \_\_\_\_\_

**Ongoing Volunteers**

Starte date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Description of need (list specific tasks and responsibilities):

\_\_\_\_\_

Skill Area:  Animals  Clerical  Computer  Construction  Languages  Research  Other: \_\_\_\_\_

Is training required?  Yes  No

Where/When:

\_\_\_\_\_

\_\_\_\_\_