



VOLUNTEER NANAIMO *People Helping People*

VOLUNTEER REQUEST FORM

Volunteer Ads are updated weekly -**Deadline** for submission Wed@ 3 pm.
Depending on space availability ad appears the following Wednesday in Star, Thursday in the Bulletin and will run 3 times (not necessarily in a row).

It is Important that you call us when this position has been filled.

Date of Request: _____ Member Agency ____ Non-Member ____

AgencyName _____

Society # _____ Charitable Status yes ___ no ___

Address: _____ Postal Code _____

Contact Person _____ Title _____

Phone: _____ FAX: _____ E-mail: _____

Name of Event: _____ **Ongoing...or Event date(s)** _____
(*please use separate sheet for each position*)

What basic skills/abilities are required? _____

Please describe the position. _____

What is your Application Procedure?

Telephone the Contact Person? _____ or Apply in Person? _____ Resume? _____
Where? _____ When? (times) _____

Name & Title of Supervisor for this position _____

What training / supervision will be provided? _____

Min. commitment required _____

Is RCMP Criminal record check required? _____ Is it paid for by your agency? _____

Is the volunteer position situated on a bus route? Route number? _____

For Office Use:

_____ 1 _____ 2 _____ 3 _____

Ad Number Entered on Database Initial Dates in paper date filled

#3-2350 Labieux Road, Nanaimo, BC V9T 3M6 Tel: 250.758.7121 Fax: 250.758.7106

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