**NRHEG Public School**



Independent School District No. 2168

High School Elementary School

306 Ash Ave. South 600 School St.

New Richland, MN 56072 Ellendale, MN 56026

(507)465-3205 (507)684-3181

Fax (507)465-8633 Fax (507)684-2108 .

**REQUEST FOR VOLUNTEER FORM**

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| **CONTACT INFORMATION** | |
| Program: | Date: |
| Requester’s Name: | Position: |
| Subject Area: | Phone: |
| Email Address: | |

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| **VOLUNTEER POSITION INFORMATION** |
| **Category:** (Please mark the area of interest, limited one per form)  \_\_ Academic Support \_\_ ELL \_\_ After School Homework Help  Please Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Reception \_\_ Special Event  \_\_ Classroom Helper \_\_ ECFE Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_ Clerical/Copying \_\_ ECSE \_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_Computer |

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| **Volunteer Job Description/Responsibilities:** Number of Volunteers Requested: \_\_\_\_\_  *(Please be as specific as possible)* |

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| **Age the volunteer will be assisting:** \_\_ Infant/toddler \_\_ 1-2 years old \_\_ 3 years old \_\_ 4-5 years old  \_\_ Kindergarten \_\_ 1-3rd grade \_\_ 4-6th grade \_\_ 7-12th grade  \_\_ 19-54 years \_\_ 55+  **Location job will be performed:** \_\_ Classroom \_\_ Office \_\_Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Length of Commitment:** \_\_ One Time \_\_ Short Term \_\_ On-Going \_\_Summer  **For One Time**, Event Date/Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **For Ongoing Placements**, Day/s of Week: M T W Th F Sa Su Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm Shifts (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hour(s) per Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location to Report To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Frequency: \_\_ Daily \_\_Weekly \_\_Monthly \_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Qualifications Required:**  \_\_ Adult \_\_Youth (middle/high school)  \_\_ Flexible Schedule \_\_Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Other Special Training or Needs:** |
| **Additional Information:** *Please share any other information that will help with placement or to be shared with potential volunteer.* | **Submission instructions**  **Please send form to the NRHEG School Office** |