

## Hands on Manatee

5131 Manatee Ave West, Bradenton FL 34209

Phone: (941) 761-3207 Fax: (941) 761-0458

E-mail: [manateens@volunteermanatee.org](mailto:manateens@volunteermanatee.org)

Website: [www.manateens.org](http://www.manateens.org)



## Home of the ManaTEEN Club

14, 000 Teen Volunteers who contribute 1.7 million hours of service each year!

### PLEASE READ CAREFULLY

To: Event Coordinator

From: Rosemary Kirchner, Volunteer Coordinator

#### Re: Accountability of Volunteer Hours

The following is our office procedure when you request volunteers from us:

- Volunteers are signed up to work your event sometimes a month or more in advance.
- Once our request for volunteers form has been received, we contact our ManaTEENS via e-mail publicizing your event and asking them to contact you directly either by phone or e-mail. **IT IS YOUR RESPONSIBILITY TO COMMUNICATE WITH THE VOLUNTEER WITH ANY SPECIAL INSTRUCTIONS YOU MIGHT HAVE.**
- Please note that when you receive your request for volunteers form we have also attached a **ManaTEEN Sign-In Sheet** as well. We request that you make this form available to our ManaTEENS at the event. This is how we track and verify who volunteered and how long they worked.
- Once your event is over, we ask that you fax or e-mail the **ManaTEEN Sign-In Sheet** back to us (**Fax: 761-0458**) so that we can credit each volunteer with work completed.
- **IT IS IMPERATIVE THAT YOU FOLLOW THESE SIMPLE INSTRUCTIONS.** If you have any questions or you are unable to comply with our procedures, please let us know so that we can work out a solution.
- We strive to fill your request as promptly as possible. We have a responsibility to our outstanding volunteers to credit them with work completed. We have found that the above instructions help complete the job efficiently. This will help us to continue to serve you free of charge.



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## Volunteer Request Form

Date of Request: \_\_\_\_\_

Will you accept volunteers, ages 12-18?  Yes (only option) **Go ManaTEENS!**

Will you accept youth, ages 8-11?  Yes  No

Adults?  Yes  No

Will you accept family volunteers (parents supervising children)?  Yes  No

Group/Organization Name: \_\_\_\_\_

Contact Person (Volunteer Coordinator): \_\_\_\_\_

501(c)(3), non-for-profit organization?  Yes  No

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### For Special Events and Short Term Projects

Name of Event/Project: \_\_\_\_\_

Dates(s) and Time(s) of Event/Project: \_\_\_\_\_

Location of Event/Project: \_\_\_\_\_

Volunteer Skills Necessary: \_\_\_\_\_

### For On-going Needs and Long-Term Programs

Days and Hours when Volunteers are needed: \_\_\_\_\_

Program Location: \_\_\_\_\_

Volunteer Skills Necessary: \_\_\_\_\_

Is training provided for Volunteers?  Yes  No

Will you provide refreshments for Volunteers?  Yes  No

Would you like volunteer survey results e-mailed to you, after the event?  Yes  No

What level of "risk", in terms of liability, do you feel this opportunity represents?  Low  High

If there is a high level of risk, will your organization assume insurance responsibility?  Yes

Where will Volunteers park? \_\_\_\_\_ Is parking free?  Yes

Will your organization recognize the efforts of Volunteers? If so, how \_\_\_\_\_

Are you interested in having Volunteer Security folks at your event?  Yes  No

As Volunteer Coordinator and/pr Contact Person making request for Volunteers, I agree to:

- 1) Notify Volunteers of any changes, modifications, or instructions prior to event/project/program.
- 2) Obtain Volunteer information regarding name(s), length of service, etc. (preferably on an official ManaTEEN sign-in sheet) and I will fax it to Volunteer Services within **48 hours** of completion of Volunteer assignment.

**Volunteer Coordinator/Contact Person:** \_\_\_\_\_

Fax Volunteer Request Form to: 761-0458, or e-mail to [manateens@volunteermanatee.org](mailto:manateens@volunteermanatee.org)

To: \_\_\_\_\_ From: \_\_\_\_\_