



Volunteer Request Form

Thanks for reaching out to FOJ to assist with your parent/guardian volunteering needs. Please complete the form below and send to volunteers@friendsofjones.org. We ask that the form be completed and submitted 1 month prior to the event date. NOTE: FOJ only gathers volunteers for school sponsored events (excludes class field trips). If you have any questions regarding this form, please contact volunteers@friendsofjones.org.

Event name:

Brief event summary (ex. purpose, who's invited, etc.):

Name of faculty event sponsor:

Email of faculty event sponsor:

Date of event:

Timeframe of event (start/end):

Event location (if at JCP, what room?):

Estimated number of students expected to attend the event:

How many staff/faculty members will be at the event?

Total number of volunteers needed:

NOTE: CPS guidelines requires one (1) adult for every ten (10) students. Please consider all adults (faculty, staff, security, administration, etc.) that will attend the event or programming when requesting parent/guardian volunteers.

Below please provide details regarding your volunteer needs:

Volunteer role	Start time	End time	# of Volunteers Needed

If applicable, list any special volunteer instructions: