



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 form be completed and **submitted 1 month prior** to event date. If you have any questions regarding this form, please contact volunteers@friendsofjones.org.
NOTE: FOJ only gathers volunteers for school sponsored events (excludes class field trips).

EVENT NAME:

BRIEF EVENT SUMMARY (ex. purpose, who's invited, etc.):

NAME OF FACULTY EVENT SPONSOR:

EMAIL OF FACULTY EVENT SPONSOR:

DATE OF EVENT:

TIME FRAME OF EVENT:

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: