



OFFICE USE ONLY

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

## COMMUNITY PARTNER EVENT FORM

Organization Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

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

Name of Volunteer Opportunity: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Volunteer Opportunity:

To participate in this Volunteer Opportunity an interested person must (please check all that apply):

- Complete an application and be selected as a volunteer
- Pre – register as a volunteer at least a week before the event
- Pre – register as a volunteer at least a week before the event and be assigned a specific volunteer time
- None of the above, volunteers can show up the day of the event with no pre - planning

Submit this form to [service@uttyler.edu](mailto:service@uttyler.edu) no later than ***two weeks before the event.***