



# Monterey Bay RSVP

Sponsored by  
The Volunteer Centers of Santa Cruz County  
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## Agency Request Form Volunteer Job Description

Agency \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Directors Name \_\_\_\_\_ Person to Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

Best time to call for appointment \_\_\_\_\_

Description of Agency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Volunteer Task(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualifications skills required \_\_\_\_\_  
\_\_\_\_\_

What Type of training do you provide? \_\_\_\_\_  
\_\_\_\_\_

If formal training is required, what are the dates? \_\_\_\_\_

Minimum time commitment? Mornings \_\_\_\_\_ Afternoons \_\_\_\_\_

Evenings \_\_\_\_\_ Weekdays \_\_\_\_\_ Weekends \_\_\_\_\_

Benefits to the volunteer (educational, professional, social, etc.)  
\_\_\_\_\_  
\_\_\_\_\_