



Volunteer Event and Project Form 7/11/16

For each Sustainability Academy (Academy) volunteer event or project, please fill in and submit *Part 1* of this form for approval by Office of Sustainability (OOS) staff **at least one week prior** to the scheduled volunteer event/project. If your project receives approval, the form will be returned with a signature.

Please fill in Part 2 of the approved form at the completion of the event. The form is due within one week after the scheduled event.

Please send your form via email to Eun-Soo Lim, Sustainability Academy Program Coordinator, at eulim@smcgov.org.

Your Name	
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Part 1 – Pre-Volunteer Event/Project Information

Name of event/project	
Location of event/project (e.g., city/town in San Mateo County)	
Name of organizer	
Date(s) of event/project	
Your anticipated volunteer schedule during the event, if applicable (e.g., 1:00pm – 4:00pm)	
Total volunteer hours anticipated. This includes any preparation time, if this is for an event (e.g., putting together a Power Point presentation, hand-outs etc.)	

Summary description of event/project	
Your anticipated role during the event/project	
Anticipated number of people attending this event/project that you will have contact with during your volunteer hours.	

Resources

Please list all resources that you will need to successfully complete your event/project. When possible, OOS staff will support the Academy volunteers in providing available resources.

Needed Resource	Quantity	Notes
<i>Example: Backyard compost bin</i>	<i>1 bin</i>	<i>Please have available for me to pick up by Monday 1/18/16 at OOS office. I'll contact OOS staff to coordinate.</i>
<i>Example: Academy Volunteers (composters)</i>	<i>1-2 helpers</i>	<i>Please send e-mail to OOS compost community and have interested folk contact me directly</i>

Date Submitted: _____

Volunteer signature: _____

Part 2 – Post-Volunteer Event/Project Information

Your actual volunteer schedule, if different from what was reported in Part 1 (e.g., 1:00pm – 4:00pm)	
Total actual volunteer hours completed. This includes any preparation time.	
Description of your actual role at event/project, if different from what was anticipated in Part 1	
The number of people who attended this event/project that you spoke with during your volunteer hours.	

Date Submitted: _____

Volunteer signature: _____