If you have several types of volunteer opportunities, please fill out one form for each request or if you have your own job description forms feel free to send those. Also, if you have a brochure or other information describing your organization, that information would be helpful in supplementing your volunteer request. Thanks!

Organization Name: ____________________________ Website:______________

Contact Person: ________________________________ Phone:_________________

Volunteer Title/Position: __________________________________________________

# of Volunteers needed: ___________________

Type of Project: Beautification/Clean-up _____ Mailings _____ Fundraising _____
Administrative Staff _____ Other _________________________

Focus areas: (check as many as apply): Art ____ Economics Development _____
Education and Youth Services _____ Environment _____ Animals ___ Legal _____
Health Care and Support ___ Housing and Hunger Relief ___ Emergency Services ___
Social Support Services ___ Other _________________________

Major Responsibilities:

Qualifications:

Training and Preparation:

Time Frame: (please be specific about dates, times and days volunteers are needed)

_____ One time   _____ Month   _____ Semester   _____ Academic Year

Hours per week (required or preferred) ______________________

Times and days volunteers are needed: Weekdays: _____________  Weekends: _______

Specific Date(s): __________________________

Location of placement (please give address) __________________________________

Walking distance (one mile of HWS) _______ Biking _____  Driving _____

Could you organization help provide rides for volunteers? Yes ___ No___

If yes please describe: _________________________________________

If unable to submit electronically please send to:

HWS Colleges
Geneva, NY 14456
E-mail: servc@hws.edu

Submit Form to CCESL

Note: The CCESL does not guarantee that you will succeed in recruiting HWS student volunteers for you particular event. You will have best results by recruiting early.