



## Volunteer Event and Project Form 8/31/17

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.

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

Please send your form via email to Jackie Nunez, Sustainability Academy Volunteer Coordinator, at [janunez@smcgov.org](mailto:janunez@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

If needed, 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: \_\_\_\_\_

## 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: \_\_\_\_\_