



Event Request for Volunteer Teams

We ask for this form to be completed and returned to Envision Cleveland 3 months in advance, however we will accept forms at anytime. We will reach out to you after we receive your form. (Completing this form does not guarantee crews/supplies will be sent.)

Site Location and Contact Information

Organization: _____ Todays Date: _____
Address: _____ Phone: _____
Person Completing this Form: _____
Contact Person for Day/Week-Of Event: _____
Home Phone: _____ Cell: _____ Email: _____

Event Descriptions

Event # 1 (please give describe the event and its purpose):

Date(s) of Event/ Ministry: _____ Time(s) of Event/ Ministry _____

Skills/talents volunteers need to complete this task:

Supplies you will provide for this project:

Supplies you request Envision provide:

Are you able to provide a Snack/Meal for group? Yes No

Event # 2 (please describe the event and its purpose):

Date(s) of Event/ Ministry: _____ Time(s) of Event/ Ministry _____

Skills/talents volunteers need to complete this task:

Supplies you will provide for this project:

Supplies you request Envision provide:

Are you able to provide a Snack/Meal for group? Yes No

Please Return to: Envision Cleveland 2503 Broadview Rd. Cleveland, OH 44109
OR Email to: cmassey@envisioncleveland.org



Project Request For Volunteer Teams

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Site Location and Contact Information

Organization: _____ Today's Date: _____

Address: _____ Phone: _____

Person Completing this Form: _____

Contact Person for Day/Week-Of Projects: _____

Home Phone: _____ Cell: _____ Email: _____

Work Project Request(s) and Description(s)

Project #1 (please describe the work to be done by volunteers):

Volunteers needed to complete this project: _____ Hours required to complete this project: _____

Skills/talents volunteers need to complete this task:

Supplies you will provide for this project:

Supplies you request Envision to provide:

Are you able to provide a snack/ meal for your work crew? Yes No

Project #2 (please describe the work to be done by volunteers):

Volunteers needed to complete this project: _____ Hours required to complete this project: _____

Skills/talents volunteers need to complete this task:

Supplies you will provide for this project:

Supplies you request Envision to provide:

Are you able to provide a snack/ meal for your work crew? Yes No

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