



Submit by email or fax to 212-725-9744

Volunteer Team Request Form

Complete this form to request a team of volunteers to work on a project at a Reach Out and Read program site location. Projects should be one-time, team-based activities. Please provide as many details as possible, so that we can best help meet your request.

Project Contact Name (the person we will contact to coordinate project details)

Project Contact Telephone

Project Contact Email Address

Organization Name

Project Location (Street Address)

Goal of Project

- Engage children in reading or an activity
- Beautify pediatric waiting room or reading area
- Assist with book supply management

Project Type

- Mural/Fine Art (for beautification of the pediatric waiting room/reading area)
- Painting, Revitalizing
- Building/Assembling Furniture
- Organizing, Sorting Book Supply
- Reading Marathon (team of readers for busy or extended periods)
- Arts & Crafts/Activities (assist children with crafts of activities)

Other

Please describe the project. Feel free to submit a project description separately if you need more room.

Do volunteers require any special training? If so, please describe.

Are there any special requirements for volunteers or the project in general that we should know about?

(example: medical clearance, background check, administration approval)

Please indicate the time frame in which you would like the project to happen.

(example: as soon as possible, in the next 3 months, specific month/day, etc.)

Please indicate the days of the week that you would like to schedule the project.

Weekdays, during business hours

Weekdays, after business hours

Saturday

Sunday

Is there anything else you want us to know about this project?

Submitting this form does not guarantee that you will be assigned volunteers, as volunteer teams are not always available. However, once you have submitted a request, we will do our best to connect you with the volunteers needed to complete your project.

Your Name

Date Submitted