

**REQUEST FOR VOLUNTEERS**

Privacy Act Statement

**AUTHORITY:** 10 U.S.C. 1588, Authority to accept certain voluntary services; 5 U.S.C. 3111, Acceptance of volunteer service; and DoDI 1100.21, Voluntary Services in the Department of Defense.

**PRINCIPLE PURPOSE:** To acknowledge and document Volunteer Request Agreement before a statutory individual is allowed to provide volunteer services.

**ROUTINE USES** There are no specific routine uses anticipated for this information; however, it may be subject to a number of proper and necessary routine uses that are identified in each of the following systems of records notices (SORN): (1) [A0608b](#) DFSC, Personal Affairs: Army Community Service Assistance Files; (2) [NM01754-2](#), DON Family Support Program Volunteers; and (3) [F036 AFDPC](#), Family Services Volunteer and Request Record.

**DISCLOSURE:** Voluntary; however, lack of a signed Volunteer Request Agreement will limit support.

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, & ZIP CODE: \_\_\_\_\_

POINT OF CONTACT (POC) FOR VOLUNTEERS: \_\_\_\_\_

POC PHONE NUMBER: \_\_\_\_\_ POC E-MAIL ADDRESS: \_\_\_\_\_

IS THE ORGANIZATION AN ESTABLISHED 501(C)(3) NONPROFIT ORGANIZATION?  YES  NO

IS THIS A LONG TERM REQUEST?  YES  NO

NAME OF EVENT: \_\_\_\_\_

PLEASE LIST EVENT DATE(S): \_\_\_\_\_

PLEASE LIST MINIMUM AGE TO VOLUNTEER FOR THE EVENT: \_\_\_\_\_

VOLUNTEER JOB TYPE	ASSOCIATED DUTIES

PLEASE SIGN BELOW TO CONFIRM THAT YOU UNDERSTAND THAT YOUR ORGANIZATION IS RESPONSIBLE FOR ALL RISK ASSESSMENT, TRAINING, AND PROPER SUPERVISION, WRITTEN VOLUNTEER ASSIGNMENTS, DEVELOPMENT OF EACH VOLUNTEER POSITION, DUTIES, TIME COMMITMENT, REPORTING OF HOURS, AND IF LONG TERM OPPORTUNITY REQUEST, PERFORMANCE REVIEW, ADDITIONALLY, OTHER AREAS SUCH AS VOLUNTEER RESPONSIBILITIES, PROHIBITED ACTIVITIES, REQUIRED SKILL SETS, VERIFYING CREDENTIALS, TRAININGS, AND LINES OF SUPERVISION (PER DODI 1100.21) ARE HANDLED BY THE REQUESTING ORGANIZATION (ACCEPTING OFFICIAL).

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*PLEASE VERIFY THAT THE CONTENT IF THIS REQUEST IS CORRECT BEFORE SIGNING.\***