



## Volunteer Referral Application

1. Name of your agency/non-profit:

2. Name and e-mail address of the person referral e-mails should be sent to:

Name:  
E-mail:  
Phone:

3. **Title of Volunteer Opportunity** (This is the "marketing title" and will be the headline by which your opportunity is listed. Make it short but as specific as possible. "Mentors Needed for Teens" or "Pet Rescue" are much more useful than "Volunteers needed")

4. **Descriptive Text of Volunteer Opportunity.** (Be **sure** to include something about your agency, the responsibilities of the volunteer, hours involved, and what part of town the opportunity is in. the more specific you can be, the more likely someone will respond to your call.)

5. **Minimum age for volunteers (without parent):**

5a. **Minimum age for volunteers/children accompanied by an adult volunteer:**

6. **Address and Zip Code of volunteer opportunity.**

7. **General Driving Directions to your Volunteer Opportunity:**

8. **Date and time(s) of Opportunity.** (If this is not a date-specific occurrence, please indicate "ONGOING." If it occurs on a specific date, please include the HOURS of the volunteer opportunity.)

9. **How long do you wish to list this opportunity?** (Maximum is 6 months. All listings expire after six months, but you may request a renewal.)

**Please note:** Feel free to roll your volunteer request into one listing — however if you have multiple volunteer needs on multiple dates, please submit separate forms for each individual listing. *Also:* Keep a copy of this document to use for future requests.

**To make it easier for you to submit requests for future volunteer referrals, we offer a one-hour training in using our online system to submit calls for volunteers. Would you be interested in receiving that training?**

Yes       No

### What Will Happen Next?

- We will list your call for volunteer referrals on our website within 72 hours.
- You will receive a test e-mail so you can see the system is working and the format of the notifications you will receive. In future, when you receive these notifications, be sure to contact the volunteer within 48 hours.
- If you've requested training so that you can post future referrals electronically, we'll be in touch with you to arrange a training session.

### Questions?

Don't hesitate to call and discuss anything related to volunteerism with us. We're open to all your ideas and dreams!

Contact [fgobert@ieuw.org](mailto:fgobert@ieuw.org) or call (909) 980-2857 ext. 247

[www.HandsOnInlandEmpire.org](http://www.HandsOnInlandEmpire.org)