

# Event Request for Key Club

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time Frame Needed: \_\_\_\_\_

Can shifts be broken up into smaller time frames to accommodate student needs?

Yes  No

Total volunteers needed? \_\_\_\_\_

Volunteers needed per shift? \_\_\_\_\_

What is your sign up method (*ex: sign up genius*)? \_\_\_\_\_

Event location with address and directions from Rochester High: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and phone number of person student volunteers should report to in case of

emergency: \_\_\_\_\_

Who will be supervising the students? \_\_\_\_\_

Email address and phone number of supervisor. \_\_\_\_\_

\_\_\_\_\_

Who will be signing point forms for the students at the end of the shift?

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Description of job: \_\_\_\_\_

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Attire requirements: \_\_\_\_\_

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*When completed, please turn this form in to one of the officers (Mariam Hanna, Megan Loren, Kanika Mohan, & Molly Rodgers) or to Mrs. O'toole-Seyka in the counseling office.*