



Organizational Request to Volunteer at Cornerstone Assistance Network

Date of request _____ Date(s) of Availability _____

Name of Organization _____

Contact Name _____ Email _____

Contact Phone _____ Number of Volunteers _____

Number of Volunteers under the age of 16 _____

Your request to serve requires the following guidelines to be met:

- ✓ Request to volunteer form must be turned in to the Community Outreach and Development Coordinator Susan Derstine. sderstine@canetwork.org. Phone 817-632-6000 x158.
- ✓ All volunteers **must** fill out a volunteer application and have it turned into the Community Outreach and Development Coordinator for processing **before** or actual day of service. No one will be allowed to volunteer until this is completed.
- ✓ The number of people and ages of those wanting to volunteer as a group, must be approved *prior* to setting a date for volunteering.
- ✓ Saturday opportunities are on an *as needed basis* and are subject to prior approval of the program Director. No volunteer opportunities are scheduled the 1st Sat. of each month.
- ✓ A minimum of 21 days' notice is required for large groups to volunteer.
- ✓ Warehouse stipulations: Ages 16 & Up
- ✓ Thrift store stipulations: Groups limited to 10 people.
Children under the age of 12 must be accompanied by an adult.

Group Contact Signature _____

Date Signed: _____

Return to:
Susan Derstine
Community Outreach and Development Coordinator