



Volunteer Opportunity Submission Form

The Community Service Learning Center (CSLC) welcomes submissions for all regularly occurring and event specific volunteer service opportunities in both Ottawa and Kent Counties. Submissions through this form will be subject to advertisement on the CSLC website www.gvsu.edu/service as well as flyer distribution and posting board access in the Kirkhof Center Building.

Please note that while we are committed to your organization’s mission and volunteer needs, we are unable to guarantee volunteers for your events. Submission through this form provides advertisement to interested students as a referral, not a placement. Students will be instructed to contact your organization to sign up or register to volunteer.

Name and title of person submitting form: _____

Date of Submission: _____

Organization & Event Information

Organization Name: _____

Event Title: _____

Event Date: _____

Event Start and End Time: _____

Event Location & Address:

Specify whether opportunity is regularly occurring (i.e. monthly on a set day) or event specific (i.e. clean up day):
 Regularly Occurring Event Specific

Brief Description of Event:

Brief Description of Volunteer Duties:



Event/Organization Contact Person: _____

Event/Organization Phone Number: _____

Event/Organization E-mail Address: _____

Event/Organization Fax Number: _____

Event/Organization Website: _____

Is your organization location wheelchair accessible? ____ Yes ____ No

Is your organization within walking distance from a Rapid bus stop? ____ Yes ____ No

Is training required? ____ Yes ____ No

If yes, please explain the nature of required training for GVSU volunteers:

Please list special skills needed for this volunteer opportunity: (i.e. – bilingual, CPR certified, etc)

Is there a deadline to register as a volunteer? ____ Yes ____ No

If yes, please list here: _____

Please identify a GVSU target population (if any) that you would like this opportunity to be specifically advertised to: (i.e. - Math Club, Fraternities & Sororities, Athletes, etc)

Thank you for submitting this volunteer opportunity. You will receive confirmation of this request via e-mail from the Community Service Learning Center Staff.

For Office Use Only:

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|--------------------------|----------------------------|-------------|-------------|
| <input type="checkbox"/> | Posted on website | DATE: _____ | INIT: _____ |
| <input type="checkbox"/> | Flyer/Poster Created | DATE: _____ | INIT: _____ |
| <input type="checkbox"/> | Flyer/Poster Posted | DATE: _____ | INIT: _____ |
| <input type="checkbox"/> | Agency Notified of Posting | DATE: _____ | INIT: _____ |
| <input type="checkbox"/> | Department Notified | DATE: _____ | INIT: _____ |