

Sign Up Activity Request Form



Activity Date: Single or Multiple	
Activity Name: Give your activity a name your volunteers will recognize.	
Activity Location: Where will your activity take place?	
Welcome Message: A short message to volunteers that will be posted at the top of the sign up calendar.	
<ul style="list-style-type: none"> If you need 5 people to help set up the event: Add a TO DO Task with a description of "Setup Event" and set quantity to 5. If you need 2 dozen cookies: Add a TO BRING Task with a description of "1 dozen cookies" and set quantity to 2. 	

To Do Task		To Bring Task	
1. What is the name of this job, task, or shift? <small>(What will people be doing?)</small>		1. What item do you need people to bring?	
How many people can sign up?		How many people should bring the item(s) listed above?	
<small>(optional)</small> What time should people show up?	Start Time: End Time:	<small>(optional)</small> What time?	Start Time: End Time:
Job description or extra details? <small>(for this task)</small>		<small>(optional)</small> Extra details? <small>(about this item)</small>	
2. What is the name of this job, task, or shift? <small>(What will people be doing?)</small>		2. What item do you need people to bring?	
How many people can sign up?		How many people should bring the item(s) listed above?	
<small>(optional)</small> What time should people show up?	Start Time: End Time:	<small>(optional)</small> What time?	Start Time: End Time:
Job description or extra details? <small>(for this task)</small>		<small>(optional)</small> Extra details? <small>(about this item)</small>	
3. What is the name of this job, task, or shift? <small>(What will people be doing?)</small>		3. What item do you need people to bring?	
How many people can sign up?		How many people should bring the item(s) listed above?	
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Job description or extra details? <small>(for this task)</small>		<small>(optional)</small> Extra details? <small>(about this item)</small>	
4. What is the name of this job, task, or shift? <small>(What will people be doing?)</small>		4. What item do you need people to bring?	
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