Job Site Request Form
SATURDAY, April 26, 2014
*Only submit this form if your site will be open and available for service on **SATURDAY***

For Office Use Only:
Job # _____
Group(s)_____
Site Leader _____

Primary Contact_____ Organization Name (if applicable) _____

Phone Number _____ Best Time to Call _____ Email Address _____

Job Site Address (Street, City, Zip)_____

How did you hear about this event? □ Newspaper/Radio □ WVSU website □ Friend □ Other _____

Job Description

Please indicate job(s) to be performed, and describe specifically in the space provided.

INSIDE JOBS

____ Washing windows (please indicate number of windows _____)

____ Cleaning/Sweeping

____ Painting (include description)

____ Other: _____

OUTSIDE JOBS

____ Washing windows (please indicate number of windows _____)

____ Moving dirt/Digging

____ Trimming trees/hedges

____ Painting (include description)

____ Other: _____

Return completed request form by April 4, 2014 to:

West Virginia State University
Enrollment Management & Student Affairs
130 Ferrell Hall
Institute, WV 25112
Attn: WVSU Cares Day
or fax to 304.766.4158

Please include a detailed description of jobs requested (attach add'l sheet if necessary):

_____

_____

Approximately, how many volunteers will you need?:_____

Supplies

____ I can provide all supplies needed.

____ I need WVSU to provide supplies. Please list date(s) that the WVSU Cares Day Evaluation Team can visit your site prior to April 4th to evaluate and asses the needs of your site. This visit will determine if your site can be serviced by WVSU Cares Day:

_____

Facilities

Can you provide drinking water for WVSU volunteers? □ Yes □ No

Can you provide lunch for WVSU volunteers? □ Yes □ No

Do you have bathroom facilities on-site for WVSU volunteers? □ Yes □ No

Authorization

I certify that I am the owner or have obtained approval from the owner of the job site concerning the above requested improvement. I will ensure that my job site is staffed with a homeowner or an organization representative the entire time WVSU participants are onsite. My site is not the home of a WVSU student, faculty, or staff member. I understand that WVSU volunteers are not able to utilize power tools for any projects.

X _____ _____
Signature Date