



## Staffing Request Form

The Club will consider proposals to staff events that benefit children and children’s charities, such as fundraisers and other special events.

The Eugene Active 20-30 Club provides young adults with opportunities for personal growth, friendship and leadership development while improving the quality of life for children in our community. Our motto is “one never stands so tall as when kneeling to help a child,” and our guiding principle is that “youth, to be served, must serve.”

### Guidelines

- Staffing Requests must be emailed to the Second Vice President at: [SecondVP@Eugene2030.org](mailto:SecondVP@Eugene2030.org).
- Organizations may submit proposals for funding and staffing if they have such a need.
- Proposals must be submitted at least 6 weeks ahead of the event. The Club cannot guarantee accommodating last-minute staffing requests.
- The Club cannot fulfill all staffing requests; please develop an alternate plan for your event.
- You may or may not be asked to present your request at a board meeting, or provide additional information, if the board requires more detail or context for your project. Staffing decisions are typically made within 2-3 weeks of receipt.
- If you need additional assistance, such as help picking up donated coffee or pizza before, or stay for clean up after, please include that in your request as we may not be able to accommodate a request made after the project is voted in. If needed, use the shifts (adjust the time frame if needed).

Organization: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_ 501c3? \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Event Location & Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Total number of volunteers needed: \_\_\_\_\_ Time volunteers are needed: \_\_\_\_\_

**Please outline the time frame, number of volunteers, and duties below. Are there shifts? Consider shifts if the time frame is longer than 4 hours, and check each shift being requested; if only one shift, check that box and the information above and Volunteer Duties below is sufficient. What will our members do? Please be specific.**

1st Shift ____ Only one Shift ____	Second Shift ____	Third Shift ____
Start Time: _____ End Time: _____ Volunteers Needed: ____	Start Time: _____ End Time: _____ Volunteers Needed: ____	Start Time: _____ End Time: _____ Volunteers Needed: ____
Volunteer Duties:		

<b>What is the desired attire for volunteers? Please describe (i.e., Club red shirts, business attire, formal)</b>

<b>What tools/materials are needed, if any? Will they be provided?</b>

<b>Our Club's mission focuses on helping children in need in our community through hands-on projects, holding fundraisers, and staffing events that align with that mission; can you tell us how the Club staffing your event aligns with or helps us achieve our mission?</b>

**Has the Club staffed an event for your organization before? Please describe.**

**What recognition or benefits are you able to provide for the Club?**

**Do you have any employees or volunteers who might be interested in our 20-30 Club, and can we contact them? If so, please provide their information below.**

**Are you able to provide staffing for Active 20-30 Club projects? Whom should we contact? *Occasionally our projects require additional volunteers. If you have the capability to assist us, please indicate so below.***

**Tell us about your organization below (mission statement, etc.)**