

CHILDREN'S LEGACY FOUNDATION NETWORK

STAFFING REQUEST FORM

Guidelines

- We consider proposals to staff events that benefit children and children's charities, such as fundraisers and other special events.
- Organizations may submit applications for both grant funding and staffing requests.
- Staffing proposals must be submitted **at least 6 weeks** ahead of the event. We cannot guarantee accommodating last-minute requests.
- While we strive to help all organizations, we cannot fulfill all staffing requests; please develop an alternative 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 donations prior to the event, or volunteers to stay for clean-up afterwards, please include that in your request. We may not be able to accommodate additional assistance after the project is approved.
- **Please send this completed form to secondvpe@clfnetwork.org.**

While we are committed to offering our volunteer services to support nonprofit events, it is important to clarify that we operate as an independent organization. Our members dedicate their time and efforts to support our CLF Network, and offer their time to staff your events. We kindly ask that you respect their contributions.

Contact Information

Event Title

Organization Date of request

Contact Name & Title 501(c)3?

Email Website

Phone Event Address

Event Date Total # 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 is needed, you do not need to fill out the second and third shift slots.

1st Shift <input type="checkbox"/>	2nd Shift <input type="checkbox"/>	3rd Shift <input type="checkbox"/>
Start time: <input type="text"/> End time: <input type="text"/>	Start time: <input type="text"/> End time: <input type="text"/>	Start time: <input type="text"/> End time: <input type="text"/>
# Volunteers needed: <input type="text"/>	# Volunteers needed: <input type="text"/>	# Volunteers needed: <input type="text"/>

Volunteer duties:

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STAFFING REQUEST FORM *cont.*

Event Title

Briefly tell us about your organization (history, mission statement, etc.)

What is the desired attire for volunteers? Business attire, formal, CLF Network brand, etc.

The Children's Legacy Foundation Network'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 CLF Network staffing your event aligns with or helps us achieve our mission?

Has the CLF Network staffed an event for your organization before? Please describe.

What recognition or benefits are you able to provide for the CLF Network?

We are an organization of young professionals between the ages of 21 and 50. Do you have any employees or volunteers who might be interested in joining the CLF Network, and can we contact them? If so, please provide their information below.

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