



CHILDREN'S

LEGACY FOUNDATION NETWORK

STAFFING REQUEST

2026

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CLEAR FORM

Email form, once completed, to secondvp@clfnetwork.org.

OFFICIAL USE ONLY BY 2ND VICE PRESIDENT:

Guidelines

- We consider proposals to staff events that benefit children and children's charities, such as fundraisers, carnivals, galas, etc.
- 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.
- We typically staff events with up to 10 volunteers; if capacity allows, we may be able to accommodate more.
- While we strive to help all organizations, we cannot fulfill all staffing requests; please develop an alternative plan for your event.
- Staffing decisions are typically made within 2-3 weeks of receipt.
- If you need additional assistance, such as picking up donations prior to an event, or volunteers to stay and clean up afterwards, please include that in your request. We may not be able to accommodate additional assistance after the project is approved for the volunteer activities stated in the original request.
- **Please submit this request, once completed, to secondvp@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 CLF Network, and offer their time to staff your events. We kindly ask that you respect their contributions.

Contact Information

Date of Request

Organization Website

Contact Name & Title Phone

Email Mailing Address

Briefly tell us about your organization and how CLF Network staffing your event aligns with or helps us achieve our mission of helping children in need in our community.



Event Information

Date of event

Event Title Event Address

Total # of CLF Network volunteers requested Total # of hours needed

Please outline the timeframe, number of volunteers, and duties below. Consider shifts if the timeframe is longer than 4 hours. If only one shift is needed, you do not need to fill out the second and third shift slots.

1 st Shift	2 nd Shift	3 rd Shift
Start time: End time:	Start time: End time:	Start time: End time:
# of volunteers needed:	# of volunteers needed:	# of volunteers needed:

Volunteer duties & approximate number of children served and/or attending the event:

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

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

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

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