

Volunteer Reception Center Training / Exercise

This file contains 18 sample requests from a variety of community organizations that may need volunteers in the aftermath of a disaster.

For a realistic exercise, please change the “Today’s Date,” “Start Date,” and “End Date” fields to the date of your exercise and appropriate dates for your disaster volunteer assignments.

If you choose to start with blank forms (available in “VRC Forms 2”) and to write “Requests for Volunteers” that would be specific and realistic to your community, be sure to fill in all blanks so VRC staff can effectively help volunteers to find an appropriate assignment.

The Job Skill #, found in the “Skills Needed” table, is not required for your training or exercise. If you use a computerized system for tracking volunteers, requests from agencies, and volunteer assignments, a skills list will be an integral part of the program for matching volunteers to specific needs based on their skills and experience.

Request for Volunteers

(Complete one form for each job description.)

Request # 28 Today's Date: 6-19-06 Start Date: 6-19-06 End Date: 6-24-06

Title of Volunteer Position: Pet Shelter Worker

Agency Name: County Animal Services Agency Contact: Joe Cocker-Spaniel

Agency Address: 213 Central Ave. Phone: 555-3456 Ext: 103

Duties: People who love animals to help set up and operate a shelter for displaced pets.

Volunteers must be physically able to: Lift 25 lb. animals

Number Needed: 2 Days/Hrs Needed: 7 a.m. to 7 p.m.

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description		Job Skill #	Description
<u>455</u>	<u>Animal Rescue</u>			
<u>460</u>	<u>Animal Care</u>			

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ___/___/___ Completed No placements possible No longer needed

Request for Volunteers

(Complete one form for each job description.)

Request # 29 Today's Date: 6-19-06 Start Date: 6-20-06 End Date: 7-10-06

Title of Volunteer Position: Meal Delivery Driver

Agency Name: Senior Friendship Center Agency Contact: Minnie Driver

Agency Address: 972 Longwood Highway Phone: 555-1824 Ext: _____

Duties: Deliver meals to homebound seniors

Volunteers must be physically able to: Drive and be able to get in and out of car easily

Number Needed: 2 Days/Hrs Needed: 10 a.m. to 3 p.m.

For this position, volunteers must be at least 21 years of age.

Skills Needed

Job Skill #	Description		Job Skill #	Description
<i>610</i>	<i>Car</i>			
<i>615</i>	<i>Station Wagon / Mini Van</i>			

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ___/___/___ Completed No placements possible No longer needed

Request for Volunteers

(Complete one form for each job description.)

Request # 34 Today's Date: 6-19-06 Start Date: 6-19-06 End Date: 6-19-06

Title of Volunteer Position: Animal Handler

Agency Name: County Animal Services Agency Contact: Joe Cocker-Spaniel

Agency Address: 213 Central Ave. Phone: 555-3456 Ext: 103

Duties: Capture escaped pet boa constrictor last seen near the American Red Cross shelter

Volunteers must be physically able to: Lift 45 lbs.

Number Needed: 3 Days/Hrs Needed: Today

For this position, volunteers must be at least ____ years of age.

Skills Needed

Job Skill #	Description		Job Skill #	Description
<u>455</u>	<u>Animal Rescue</u>			
<u>460</u>	<u>Animal Care</u>			

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____ / ____ / ____ Completed No placements possible No longer needed

