

EVENT NAME

Event Date

*****Please do not sign up unless you are sure you are able to come on the requested dates and times*****

SIGN UP SHEET FOR: Name of Job and a brief description

CONTACT PERSON: Name of contact information (phone/ email)

REQUIREMENTS: List any special requirements students must have (e.g. car, transportation, etc)

DATES and TIMES TO REPORT- List the date, time and place students must report. If there are specific time slots you will need students please list them next to the lines they sign up.

Volunteers **MUST** sign in when they arrive at the event and sign out when they leave the event. Once the event is over please re-submit the sheet to the International Center.

	NAME	PHONE	EMAIL	TIME IN (at the event)	TIME OUT (at the event)
1.					
2.					
3.					

Make as many lines as you need volunteers. Please create some lines for alternates as well just in case some volunteers don't show up.