

Volunteer Request Form **60 Day Notice Period Required**[The East Valley STEM Alliance](https://scitechinstitute.org/programs/east-valley-stem-alliance/) (EVSA) is a free, member-only networking group open to east valley  
companies, schools, nonprofits & city employees. Please return this form to [Renee.e.levin@intel.com](mailto:Renee.e.levin@intel.com),

*Note:* By submitting this request, it will be shared with all industry members of the EVSA!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School or Organization information **Today’s Date: xx/xx/xx**

|  |  |  |  |
| --- | --- | --- | --- |
| School/Organization Name |  | | |
| IRS Tax ID #  Please attach W9 Form |  | Website Address: |  |
| Contact Name: |  | Contact Title: |  |
| Contact Email Address: |  | Contact Phone: |  |

Activity/Project Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity Title |  | | | | | |
| Activity Description |  | | | | | |
| Date(s) of Activity |  | Start Time |  | End Time | |  |
| Address of Activity |  | | | | | |
| Parking Information |  | | | Fee? | | Yes  No |
| Special Instructions |  | | | | | |
| Food Provided? (not necessary) | Yes  No | Notes: | | | | |
| Beverages Provided? (not necessary) | Yes  No | Notes: | | | | |
| # of Volunteers Requested |  | Minimum Age Required | | |  | |
| Dress Code? | \* Should additional requirements be necessary (ex. closed toe shoes, no jeans), please note that information here. | | | | | |
| Special Requests/Instructions | Specify if there is a professional focus (ie Engineering, Computing, etc). Do volunteers need to sign visitor agreement, waivers, etc? | | | | | |
| Financial Support Request? |  | | | | | |

Day of Event Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name: |  | Contact Title: |  |
| Contact Email Address: |  | Contact Phone: |  |