

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,

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

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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: |  |