# **Volunteer Request Form (External)**

To submit a volunteer request, please fill out the form below and email it to volunteer@bcwf.bc.ca. Please submit volunteer requests **one week prior** to the date that you wish to have the volunteer opportunity postedon the [BCWF’S volunteer portal on *Better Impact*](https://app.betterimpact.com/PublicOrganization/a956e26f-1c2b-46ed-b1c5-8969eff39e31/1)*.*

Please include the following subject line:
**Volunteer [YOUR COMPANY/ORGANIZATION – VOLUNTEER ROLE/EVENT]**

Examples:

* Volunteer Galiano Rod and Gun Club – Invasive Plant Removal Volunteer
* Volunteer Maple Ridge – Experienced Fisher Volunteer

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| Submitter Information |

Name:

Department:

Email:

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| Event Details |

Volunteer Project / Event Title:

Event Point of Contact Person:

Event Location:

Event Date & Time:

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| Volunteer Needs |

Desired Number of Volunteers:

Desired Date to Secure Volunteers:

Volunteer Start Date: End Date:

Volunteer Training Details:

**What training will volunteers be involved in, is prior online training needed?** *(ex: manual to read)*

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Volunteer Training Schedule:

**Please include time, date, location** *(ex: 2-hour shifts Monday to Wednesday at Surrey office, 123 Name Rd)*

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Volunteer Role Description:

**(can also be included in the email as a separate document)**

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