

CareSource YourCause Volunteer Event Form

Is this an Event or a Project? Event Project

An event has a definitive date/time when activities occur whereas a project has an activity that can be completed at any point during a specified length of time.

Name of Event/Project _____

Benefiting Organization _____

Location _____

Check here if this is a Virtual Event

Does the event/project span multiple days? Yes No

Start Date _____ (If multiple days) **End Date** _____

Start Time _____ **End Time** _____

Time Zone _____

If participants can only sign up during specified registration start and end dates:

Registration Start Date _____ **Time** _____

Registration End Date _____ **Time** _____

Description *Please provide more details about the event.*

Volunteer Roles *Role name(s); Role description(s).*

Meetup Instructions *Please include where participants should meet, what they should bring or wear.*

Volunteer Shifts *If there are shifts, please identify (morning/afternoon/full day) and shift hours. If shifts or the event have limited capacity, please identify the number.*

Are guests allowed to attend? Yes No

Are volunteers limited to one shift? Yes No

Event Contact(s) *Full name, Email, Phone, Role*

Any Additional Information

If this is a team event, employee resource group event, or other event that needs to be restricted (i.e. not advertised to the entire CareSource employee population), check here.

*If there any **agreements or releases** that volunteers are required to sign to participate, or photos to help market this event, please email to caresourcefoundation@caresource.com along with this form, and include event name and organization name in subject line.*