



Request for Volunteers, Interns or Special Guests

This form is to be used to request approval for volunteers, interns, observers, special guests, or any other individual or group who will visit Ark Regional Services facilities, and are not employed by Ark.

Volunteer(s) Intern Observer Special Guest(s) Other

Name & Address of volunteer, intern, observer, guest or contact name for a group:

Phone:

Email:

Briefly Describe Activity:

Date(s), Time (s), Location, etc:

Name (Ark employee who will supervise or lead project):

Department:

Phone:

Email:

Briefly describe Ark involvement (other staff, facilities, costs, etc.):

Approved: _____ Date: _____

Department Head

After receiving Department Head approval, please submit form to Colby Chisholm, Development Manager. You will be notified though email or SCOMM when approved. Thank you!

Approved: _____ Date: _____

President & CEO