

# Longwood University

## Office for Volunteer & Service-Learning

### Volunteer Opportunity Posting Form

Please email/fax/mail to Jen Rentschler:  
[rentschlerjc@longwood.edu](mailto:rentschlerjc@longwood.edu) ■ 434.395.2237 (fax) ■ 434.395.2930 (phone)  
201 High Street, Lankford 203, Farmville, VA 23909  
[www.longwood.edu/volunteer](http://www.longwood.edu/volunteer)

<b><u>Agency Information:</u></b>		
Agency Name: _____	Division/Department (optional): _____	
Contact Person _____	Title: _____	
Agency Address: _____ _____		
Phone: _____	Ext. _____	Fax: _____
Email: _____	Website: _____	
Agency Description: _____ _____		

Volunteer Title: \_\_\_\_\_ Number of Openings: \_\_\_\_\_

We are interested in working with the following: *(Please check all that apply)*

- Groups
- Individuals
- Other, *please specify* \_\_\_\_\_
- One Time/Special Project Volunteer(s)
- On-Going/Regular Basis Volunteer(s) (same volunteer participates weekly)

Location of Volunteer Opportunity (if different from above): \_\_\_\_\_  
City State

Directions to Site: \_\_\_\_\_

Transportation Provided: YES / NO If so, please explain procedures: \_\_\_\_\_

How to apply: \_\_\_\_\_ When to apply: \_\_\_\_\_

Volunteer Start Date: \_\_\_\_\_

Semester opportunity is available

- |                                 |                                 |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> Fall   | <input type="checkbox"/> Spring |
| <input type="checkbox"/> Winter | <input type="checkbox"/> Summer |

Volunteer Days/Hours: \_\_\_\_\_

Do you have training/orientation requirements? YES / NO If so, please indicate:

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Do you require any paperwork to be completed by volunteers? YES / NO

If so, please enclose copies to have available for volunteers to complete before visiting your site.

Qualifications: \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Post Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_