



VOLUNTEER REQUEST FORM



- To ensure we are being respectful of the Law Enforcement Torch Run Committee and Volunteers' time, requests for support will be sent quarterly. Requests for the year may be submitted all at once.
- In the event that you have an unexpected need, please contact Carrie Hucker or Demika Poole no later than 60 days prior to the event. If your request is submitted after 60 days, we will try our best to accommodate, but are unable to guarantee support.
- Forms returned incomplete will be returned. If you are unable to answer a question, please give an explanation.
- If your request has been fulfilled, you will be contacted by Carrie Hucker, Demika Poole, or a member of our Law Enforcement Torch Run Committee. If we are unable to secure support, you will be notified 15 days prior to your event.
- Please note that many of the Law Enforcement Torch Run volunteers are current and active members of law enforcement. As a result, officers are subject to unexpected schedule changes or emergencies, which may interfere with plans to support your event. In this case, we will do our best to secure a replacement volunteer, but cannot guarantee one. Please always have a Special Olympics PA volunteer available to step-in if possible.

General Information

Program or State Event Requesting Support:

Event: _____ Event Date: _____

Event Location:

Address: _____

City: _____ State: _____ Zip Code: _____

Day of Contact Information:

Name: _____

Title: _____

Cell Phone: _____ Email: _____

Do you have access to your email on your phone? And if so, can you be contacted event day by email? YES or NO

How should the LETR Member reach you once they arrive?

Name of contact responsible for contacting the officer prior to the event and in the event of a cancellation

(please ensure that the officer is UTD on any delays, cancellations.....we would request no less than one hours notice)

Contact Name: _____

Email: _____

Phone Number: _____



Day of Details

What specific volunteer job are you requesting of the LETR Volunteer?

Opening Ceremonies

Time frame (arriving 15 min prior to the start): _____am/pm to _____am/pm

Award Ceremonies

Time frame (arriving 15 min prior to the start): _____am/pm to _____am/pm

Other: _____

Time frame (arriving 15 min prior to the start): _____am/pm to _____am/pm

Event Information

Is the event: Indoors Outdoors Both

Is there a rain date? YES or NO If Yes, when: _____

Should the LETR Volunteer dress in uniform or LETR clothing? (choose one) YES or NO

If Yes, what attire? _____

Are you requesting any vehicles, including specialty vehicles, to be displayed at your event? YES or NO

If Yes, please explain: _____

Additional Details

Total Number of Athletes Participating: _____

Will a table be available for LETR Information to be handed out? YES or NO

Is there an Athlete and Volunteer who could help man this table? YES or NO

Please give as much additional information over the event as possible (is this a competition, scrimmage, exhibition, etc...? Is this a fundraiser?)

Event Website (for more details): _____

Any additional details:

Please review the attached list and return the form to the designated LETR Liaison below:

Carrie Hucker - LETR Liaison West
Special Event Manager
 200 Cedar Ridge Drive, Suite 214
 Pittsburgh, PA 15205
 724.375.7515 X249 (O)
 724.375.9183 (F)
 chucker@specialolympicspa.org

Demika Poole - LETR Liaison East
Director of Special Events
 2570 Boulevard of the Generals, Suite 124
 Norristown, PA 19403
 610.630.9450 x226 (O)
 610.630.9456 (F)
 dpool@specialolympicspa.org

