



# 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:

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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?**

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

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

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_



