



Volunteer Request

Please complete this form and SUBMIT to the Volunteer Manager or mail to:
 NY-NJ Trail Conference, 156 Ramapo Valley Road, Mahwah, NJ 07430

About the Assignment:

Date of Submission:	Submitted by:
Assignment Title:	
Duration of Assignment:	Time Commitment:
Responsibilities & Duties:	
Necessary Skills and Qualifications:	
Training to be provided:	
Age Requirements:	Number of Openings:
Job Site/Location:	
Volunteer Supervisor:	Contact:

Posting Details:

I would like this assignment posted on the following for recruitment purposes:

¹ **Trail Walker Newsletter Classified Issue:**

² **Monthly E-Walker:** First Issue: Last Issue:

³ **Trail Conference Website:** Placement date: Expiration date:

⁴ **Volunteer Recruitment Sites:** Placement date: Expiration date:

n.b. If using these resources, please provide a catchy advertisement on the NEXT PAGE to attract volunteers to your project.
 Ads will be posted as they are received and removed on expiration date. Please notify the office when the vacancy is filled.

¹ Tell the membership of your needs in our bi-monthly newsletter. You must advise the Volunteer Manager if you need reprints in any subsequent issues.

² Time sensitive and large group needs can be communicated with this option. Extremely selective, but will lead to volunteer page on website. Deadline 20th of month before publication.

³ Communicate with current membership and active volunteers by placing an ad on the TC website. Your ad will be placed in the Volunteer Classifieds section.

⁴ These are external internet sites committed to assigning volunteers from the general public. This is good for long-term and regionally specific needs.



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If using Recruitment Advertising resources, please provide catchy advertisements to attract volunteers to your project, appropriate to each resource. Include this form with your job request.

**** Please notify the office when the vacancy is filled.****

Is the above ad replacement for, or an addition to existing copy? Additional comments.