

THE DONALDSON GROUP

COMMUNITY SERVICE REQUEST FORM

INSTRUCTIONS: Please submit your request to your supervisor at least two (2) weeks prior to the requested volunteer day. You must provide proof of your volunteer hours to your supervisor.

EMPLOYEE NAME: _____

DATE REQUEST MADE: _____

PROPERTY NAME: _____

NAME OF CHARITY/ORGANIZATION _____

EVENT DATE: _____ **TOTAL # HOURS REQUESTED** _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

MANAGER APPROVAL: _____ **DATE:** _____

PROPERTY MANAGERS: Please retain a copy on site and forward the original along with the proof of service hours to the Human Resources Department.