



## Civic Engagement / Volunteerism Request Form

**Employee Name:**

**Department:**

**Job Title:**

**Organization Contact Name:** Jacquie Tracy

**Name of Organization:** NFCC - Santa Shop

**Organization Phone:** 678-387-4477-4474

Volunteer Opportunity Description North Fulton Community Charities Holiday program

Receiving, stocking, sorting gifts/ general set up for Santa shop

Request time off on the following dates & times:

12/14/2017 - 12/15/2017 10:00am - 1:00pm

Total number of hours requested: 3 hours

*Jacquie Tracy*

9/19/17

Organization Approval (Signature)

Date

Supervisor Signature

Date

*[Signature]*

9/22/17

Human Resources Director

Date

***My signature below verifies the above volunteer has met the service requirements.***

Signature of Designated Representative of Charitable Event

Date