



# JBPHH SCHOOL PARTNERSHIP PROGRAM

School Liaison Office  
530 Peltier Ave. Bldg. 1925

(808)306-9247  
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## Volunteer Request Form

Purpose: This form is used to request JBPHH volunteers. Please complete all sections and provide a minimum of 45 days notice. The earlier this request is received, the better the chance of recruiting volunteers.

School Name:		Todays Date:	
Address:			
Point of Contact:			
Email:			
Phone:			
Event Information			
Date of Event:		Time Volunteers needed:	From: To:
Name/Title of Event:		Description:	
# of Volunteers Needed:	# of Students Impacted:	Volunteer Duties:	
Where should volunteers report and to whom?		Site of Event (field, cafeteria, classroom, etc.):	
Request Agreement			

As Organizer or POC making requests for Volunteers, I agree to:

- 1.Notify the POC of any changes, modifications, or instructions within 48 hours prior to the event.
- 2.Provide a Sign-in Sheet to include: NAME (First & Last, Rank) Unit, Email and Phone Number.
- 3.Provide a written Letter of Appreciation or certificate to each volunteer recognizing their efforts.
- 4.**Scan and email the Sign-in Sheet to the School Liaison Office within (1) day of completion of volunteer assignment.**

I understand that Navy/Air Force/Space Force operational commitments must take priority and that projects cannot detract from the volunteers work mission. The military volunteer must comply with Navy/Air Force/Space Force regulations in carrying out planned projects. The partnership can be terminated at any time by either the volunteer or HIDEOE.

Signature of Volunteer Requestor/POC:	
Principal Signature:	

Please attache a copy of the flier used to promote this event.