

COMMUNITY VOLUNTEER REQUEST FORM

For Employees

Eligibility

All full-time regular or grant employees are eligible to participate in the Community Volunteer Program. Employees are limited to not more than four (4) hours per month of paid time off.

Ineligibility

Employees are NOT eligible to receive volunteer service hours pay during the following:

- Approved leave
- Workers' compensation claim
- Leave without pay
- Performance improvement plans
- Suspension
- Oral or written reprimand within the previous three (3) months

Eligible Agencies/Organizations

- United Way and its Agencies
- Alexander City Chamber of Commerce
- City of Alexander City, its Departments and schools; Coosa Central School
- Main Street Alexander City

Employee Name	
Community Organization	
Organization Contact Name	
Community Organization Phone #	
Tax ID Number	
Date(s) and Time(s) requested (e.g. 3/14/15, 9am – noon)	
Total Number of Hours Requested	
Description of Volunteer Activity	

Employee Signature

Date Submitted

Employee – Do not Write Below this Line

_____ Employee Eligible

_____ Employee Ineligible (give reason) _____

_____ Approved _____ Denied – Reason: _____

Supervisor's Signature

Date Request Received

_____ Approved _____ Denied – Reason: _____

Executive Director's Signature

Date