



**Spring ISD Dedicated Service Graduate Program
Site Coordinator Request Form
For Community Service Volunteers**

All information will be posted at the Specific High School Campus receiving the request.

Site Coordinator Information:

Name of Event: _____

Name of Organization: _____

Location of Event: _____

Name of Site Coordinator Requesting Volunteers: _____

Site Coordinator's Contact Info.

Day of Event Phone Number: _____ Work Phone Number: _____

E-mail Address: _____

Event Information:

Date of Event: _____ Event hours: _____

Number of DSG Candidates Needed: _____

Dress Code for DSG Candidate: _____

Description of Events Activities and Student Responsibilities:

Site Coordinator Agreement:

I, the site coordinator, AGREE THAT I WILL:

- Get each student's emergency contact information (name and phone number) in case of an emergency
- Give the students clear instructions
- Supervise the students while they are participating in my activity
- Accurately record student volunteer hours on their student verification form
- Provide feedback to the Spring ISD contact person following the completion of my activity

Signature of Site Coordinator: _____

Return this form to the DSG contact person at Dekaney, Early College Academy, Spring, Westfield, or Wunsche High School.