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NIU Cares Day Job Site Request Form April 18, 2009

For Office Use Only:
Job # _____
Group _____
Site Leader _____

Organization Name _____ Primary Contact _____

Phone Number _____ Best Time to Call _____ Email Address _____

Job Site Address _____

How did you hear about NIU Cares Day? Newspaper NIU Cares Day website Friend Other _____

Job Description

Please indicate job(s) to be performed, and describe specifically in the space provided.

INSIDE JOBS

- _____ Washing windows (please indicate number of windows)
- _____ Cleaning/Sweeping
- _____ Painting (include description below)
- _____ Other: _____

OUTSIDE JOBS

- _____ Washing windows (please indicate number of windows)
- _____ Moving dirt/Digging
- _____ Trimming trees/hedges
- _____ Painting (include description below)
- _____ Other: _____

Return completed job request form to:
Student Involvement & Leadership Development
NIU Cares Day
150 Campus Life Building
Northern Illinois University
DeKalb, IL 60115
or fax to (815) 753-2905

Please include a detailed description of jobs requested: _____

Approximately, how many volunteers will you need? _____

Supplies

- _____ I can provide all supplies needed.
- _____ I need NIU Cares Day to provide some supplies.
- _____ I need NIU Cares Day to provide all supplies.

Facilities

- Can you provide drinking water for NIU Cares Day volunteers? Yes No
- Do you have bathroom facilities on-site for NIU Cares Day volunteers? Yes No

Authorization

I certify that I am the owner or have obtained approval from the owner of the job site concerning the above requested improvement. I will ensure that my job site is staffed with an organization representative the entire time NIU participants are on-site. I understand that NIU Cares Day volunteers are not able to utilize power tools in completion of projects.

X _____
Signature Date