



County of Los Angeles
2016 César E. Chávez Community Service Week
"Service to Others"
March 24- 31, 2016

Employee Volunteer Application

County employees may volunteer during César E. Chávez Community Service Week for a four (4) or eight (8) hour day at one of the volunteer opportunities (list attached). Please complete this application, including your supervisor's signature and contact information, and submit to your department's César Chávez Coordinator by Friday, March 11, 2016. Deadlines may vary by department. Please check with your coordinator for your department's deadline. For the list of department coordinators, visit Workplace Programs & Marketing website at ceo.lacounty.gov/wpp

Name: _____

Work Phone: _____

Department: _____

Cell/Home Phone: _____

Work Email: _____

Personal Email: _____

Date, Hours and Location of Volunteer Opportunity

Please refer to the detailed Volunteer Opportunities list to select your preferred site.

Enter the Information Below for Your **First Choice**

Non-Profit Agency/Department	Site Location	Date (March 28 29, 30 or 31)	Time Frame, (for example, 8 am to Noon or 5 pm.)

Enter the Information Below for Your **Second Choice**

Non-Profit Agency/Department	Site Location	Date (March 28 29, 30 or 31)	Time Frame, (for example, 8 am to Noon or 5 pm.)

Enter the Information Below for Your **Third Choice**

Non-Profit Agency/Department	Site Location	Date (March 28 29, 30 or 31)	Time Frame, (for example, 8 am to Noon or 5 pm.)

Below is my supervisor's approval to volunteer one four- or eight-hour day as part of the César Chávez Community Service Week. My supervisor and I understand that volunteering cannot adversely affect the delivery of services to County clients.

Supervisor's Signature: _____ Date: _____

Supervisor's Phone Number: _____ Supervisor's Email: _____