

REQUEST FORM FOR SMP MCAS MIRAMAR VOLUNTEERS

The Single Marine Program (SMP) was created to better the Quality of Life for Single and Geo-Bachelor Marines. One aspect of the program involves volunteer opportunities for Marines.

To request volunteers through the SMP, inquiries must:

- **Be requested 4 weeks in advance**
- Be for an event that improves the Quality of Life for Marines
- Be for an event that involves Marines in their local community
- Be for an event that is at least 4 hours long; SMP staff member must be present.
- Be for an event that requires a minimum of 10 volunteers

To submit a written request for volunteers, the following information is required:

- What the event is for, who is hosting the event, and what the volunteers will be doing at the event
- When the desired beginning and ending times of the volunteer opportunity
- Where the volunteer opportunity will take place
- Dress attire for the event (i.e., proper civilian attire, SMP shirt, organization shirt)
- Number of volunteers needed
- POC information

Additional requirements include:

- Providing a Letter of Appreciation to all volunteers the same day as the event
- Providing a meal (only if the volunteer shift runs through breakfast/lunch/dinner) and/or snack and water
- Any requests that are off-base and require 10+ volunteers, requires transportation assistance

***Please note:** The SMP will not approve requests for working parties. The SMP defines a working party as the volunteering for the set-up and tear-down portion of an event only.

Please submit all requests to the SMP Coordinator via email: weereskc@usmc-mccs.org or drop-off to the front desk of The Great Escape (Bldg. 5305 → open 7 days a week 1100-2000)

For more information, contact the SMP Office @ 858-307-6283

POC INFORMATION:

POC NAME:	
POC CONTACT NUMBER:	
POC EMAIL:	

VOLUNTEER OPPORTUNITY INFORMATION:

DETAILS OF THE VOLUNTEER EVENT (the event is for, who is hosting the event)	
VOLUNTEER TASKS/DUTIES:	
WHEN IS THE VOLUNTEER EVENT? (date and volunteer times)	
WHERE IS THE VOLUNTEER EVENT?	
VOLUNTEER DRESS ATTIRE (i.e., proper civilian attire, SMP shirt, etc.):	
NUMBER OF VOLUNTEERS NEEDED (minimum of 10 required):	

***Requests MUST be submitted 4 weeks in advance**

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FOR OFFICE USE ONLY: DATE RECEIVED: _____ STAFF INITIALS: _____