Day Off/Early Dismissal/Late Arrival Request Form

IMPORTANT NOTES:
- To switch to a different week, please complete the form below and submit to a member of the Administrative Team.
- You must submit this form a minimum of 7 DAYS IN ADVANCE.
- Requests will only be accommodated for valid reasons, such as examinations or medical appointments.
- All requests are subject to approval by the Administrative Team.

Name of Volunteer: ____________________ Camps Assigned: ________________________

Type of Request:

Day Off    Early Dismissal    Late Arrival

Date of Requested Day Off/Early Dismissal/Late Arrival: _________________________

For Early Dismissal/Late Arrival, please specify the time in which you need to leave and/or will arrive:

________________________________________________________________________

Please describe the reason for the request:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Volunteer: ____________________ Email of Volunteer: _________________________

Date Submitted: _________________________

Requests are subject to an approval process. You will receive a response as to whether your request has been approved or denied.

For Administration Use Only:

Request Approved: Yes    No