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