Switching Weeks Request Form

IMPORTANT NOTES ABOUT SWITCHING WEEKS:
- 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.
- Switching weeks will only be accommodated for valid reasons, and only if there available spaces during the requested week.
- By switching weeks, you will be placed in a camp where there is available spaces for a volunteer. This means you may be assigned to a camp in which you do not have an interest.
- Once a switch has been made, it is considered final.
- A maximum of 2 weeks may be switched.

Name of Volunteer: __________________________

Please list the week(s) you would like switched:

<table>
<thead>
<tr>
<th>Week</th>
<th>7:15-12:30</th>
<th>8-4</th>
<th>3-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week ___</td>
<td>Week ___</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list 2 alternative weeks and circle ALL the times you are available:

<table>
<thead>
<tr>
<th>Week</th>
<th>7:15-12:30</th>
<th>8-4</th>
<th>3-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week ___</td>
<td>Week ___</td>
<td></td>
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</tr>
<tr>
<td>Week ___</td>
<td>Week ___</td>
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</tbody>
</table>

Please describe the reason for the switch:
__________________________________________________________

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