**REQUESTING VOLUNTEERS (Baines VIPS)**

Volunteer requests are sent thru Sign-Up Genius (SUG) to anyone who has provided their email address via a volunteer form.

- VIPS Co-chairs are:

Jillian Isom – isomjam1@yahoo.com (210) 232-8603

Anna Patrick – annagabriela\_23@hotmail.com (281) 300-0085

**How to Request Volunteers:**

1. Requests should be submitted to both Jillian Isom’s and Anna Patrick’s email addresses:

isomjam1@yahoo.com / annagabriela\_23@hotmail.com

2. Please submit requests at least **2 weeks** prior to your event or need.

3. A SUG will be sent within 5 days of receiving requests.

4. Requests should include:

- Date(s) of Event - Specific Needs/Tasks

- Time(s) - Contact Name

- Location - Contact Email Address

- # of Volunteers Needed

- Any Other Relevant Details

**\*Please note VIPs will create and send out the Signup Genius, but is not responsible for securing requested volunteer spots\***