

Messinger Woods Wildlife Care and Education Center
HOSPITAL SCHEDULE REQUEST



Volunteer Hospital Assistant (Location: Vermont Hill Road, Holland, NY-works directly with wildlife)
YOU ARE REQUESTED TO WORK: One shift EVERY week during busy season: JUNE – AUGUST

-----**DEADLINE: May 23, 2009**-----

Please PRINT clearly

Name _____ (H) Phone _____ (C) Phone _____ Date _____

Please select a PRIMARY and an ALTERNATE schedule choice. We will schedule your FIRST CHOICE if your request is returned early and not already filled by other volunteers.

FIRST CHOICE (Primary)

Day of Week: Mon Tue Wed Thur Fri Sat Sun

Time: Shift 1 9:30-1:30 Shift 2 1:30-5:30 Shift 3 5:30-9:30

SECOND CHOICE (Alternate)

Day of Week: Mon Tue Wed Thur Fri Sat Sun

Time: Shift 1 9:30-1:30 Shift 2 1:30-5:30 Shift 3 5:30-9:30

I would like more than 4 hours each week; please contact Mike Olek

NOTE: SHIFT LEADERS ON 1st and 2nd Shift MUST stay 15 minutes after each shift to brief incoming Shift Leaders.

Please document any known vacation or unavailability or comments below and on reverse. Vacations and Requests, if known in advance, will be scheduled; emergency "call offs" will require you to call in.

To ALL VOLUNTEERS: We work exclusively from these HOSPITAL SCHEDULE REQUEST forms to schedule over 100 volunteers each week. Please help by filling this out and mailing directly to Mike Olek ASAP. **PLEASE DO NOT: Give schedule requests via email, over the phone, or in crossing.** There are many people involved and information can easily "slip between the cracks". We need to maintain total organization to ensure accuracy and this form is the best way to achieve this. In addition, please get this completed form mailed NO LATER THAN THE ABOVE STATED DEADLINE.

ENTIRE FORM MUST BE MAILED TO:
Michael Olek, 4223 Quinby Drive, Hamburg, NY 14075



Please make a copy for your own records.

ALL EMERGENCY CALL OFFS SHOULD GO DIRECTLY TO Mike Olek at Phone: (716) 648-5179. Do NOT call the Hospital or Shift Leaders. Thank you for your cooperation.