

Messinger Woods Wildlife Care and Education Center  
**HOSPITAL SCHEDULE REQUEST – MAY 24<sup>th</sup> Deadline**

(PRINTED FROM [WWW.MESSINGERWOODS.ORG](http://WWW.MESSINGERWOODS.ORG) - \*\* PLEASE MUST BE MAILED)

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



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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.

**Check the ONLINE Calendar for Shifts Still Available! First Come First Served!**

**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 1<sup>st</sup> and 2<sup>nd</sup> 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.

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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 by the notification date on the website.

**Check the ONLINE Calendar for Shifts Still Available! First Come First Served!**

**\*\* 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.