



City of Blair VTO Request Form – Long-Term Commitment

This form is for employees requesting approval for a long-term volunteer commitment as defined in the City of Blair’s Volunteer Time Off Policy. Please submit this form to your immediate supervisor at least two weeks in advance of the proposed start date. This request must be renewed annually and is separate from the annual 8-hour VTO allocation.

Employee Information

Name: _____

Department: _____

Supervisor: _____

Volunteer Organization Information

Organization Name: _____

Address: _____

Phone: _____

Contact Person: _____

Contact Email: _____

Volunteer Commitment Details

Describe the nature of your volunteer duties:

Start Date: _____

Duration (How long a commitment): _____

Day of the week: _____

Time: _____

Employee Acknowledgment

I certify that the above information is accurate and that I understand this request is subject to approval based on business needs and department capacity. I agree to comply with all City of Blair policies during my volunteer commitment.

Employee Signature: _____ Date: _____

Supervisor Review and Approval

[Supervisors: Verify the Local Blair Organization is a 501(C)(3) organization or Non-Profit Community Organization located within the immediate Blair area as referenced in the VTO Policy]

Approved Denied

Comments: _____

Supervisor Signature: _____ Date: _____