



MLK Day of Service 2009

PARTICIPATION REQUEST FORM

Join us as we make a difference in our local communities by volunteering at the San Diego Food Bank on January 19, 2009!

Section 1 - Employee to complete

(Please Print)

Employee Name: _____ Employee Number: _____

E-mail address: _____ Daytime Phone: _____

Department Name: _____ Location: _____

Date of Hire: _____ Union affiliation: _____ Job Title: _____

I request to participate in the Martin Luther King (MLK) Day of Service activities as follows (please check all that apply):

Four-hour AM shift at the San Diego Food Bank – I would like to volunteer to work at the Food Bank for 4 paid hours of work on January 19, 2009, from **9 a.m. to 1 p.m.** I understand this will include physical activity such as sorting food and creating food packages for distribution. I understand if I am an hourly employee, I must return to work for the remaining hours of my regular shift, or arrange with my manager to use vacation/ETO hours to compensate for those hours.

Four-hour PM shift at the San Diego Food Bank – I would like to volunteer to work at the Food Bank for 4 paid hours of work on January 19, 2009, from **12 p.m. to 4 p.m.** I understand this will include physical activity such as sorting food and creating food packages for distribution. I understand if I am an hourly employee, I must return to work for the remaining hours of my regular shift, or arrange with my manager to use vacation/ETO hours to compensate for those hours.

Eight-hour shift at the San Diego Food Bank – I would like to volunteer to work at the Food Bank for 8 paid hours of work on January 19, 2009, from **8 a.m. to 4:30 p.m.**, including a half-hour lunch period. I understand this position will assist the MLK Day Committee with various duties, and will include physical activity such as sorting food and creating food packages for distribution. I understand if I am an hourly employee and my regular shift is more than 8 hours I must return to work for the remaining hours of my shift, or arrange with my manager to use vacation/ETO hours to compensate for those hours.

Employee Signature _____ Date _____

Section 2 - Manager to complete (**Manager's Approval Required**)

Department Administrator's Name: _____ Phone: _____

Signature: _____ Date: _____ Cost Center: _____

By signing this I am giving my permission for this employee to be released from work to volunteer at the KPSD MLK Day of Service at the San Diego Food Bank on January 19, 2009, and understand that they will be paid out of my departmental budget for their volunteer hours.

Application accepted - please have employee fax this form to Public Affairs by 12/31/08.

Application denied - please return this form to employee letting them know it was not approved.

**Please fax this completed request to the Public Affairs department by Dec. 31, 2008.
Fax: 619-528-7535, tie line 280**

For additional questions, call the MLK Day of Service Hotline at 619-641-4416, tie line 277.