**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:

Tameka Sumter– tamekasumter@gmail.com (832) 978-2833

Kathryn Knezovic – kahalvis@hotmail.com (410) 903-8850

**How to Request Volunteers:**

1. Requests should be submitted to both Tameka Sumter’s and Kathryn Knezovic’s email addresses:

 tamekasumter@gmail.com and kahalvis@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\***