



# Community Ambassador Request Form

Date Submitted: \_\_\_\_\_ Received at WCHS: \_\_\_\_\_ Initial: \_\_\_\_\_

Event Name: \_\_\_\_\_

Location of Event Address:

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Event/Appearance Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
\_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
\_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Organization/School Hosting Event:

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Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Expected number of attendees and demographic description (students, adults)

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Animal(s) Requested:

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Promotional Support of event:

Host: Website Facebook Twitter Flyers Radio Banner Online fundraiser Donations

WCHS: Webstie Facebook Twitter Flyers Radio

**All requests must be submitted no less than 30 days prior to the desired event/appearance. Due to the significant number of requests WCHS receives, we are not always able to guarantee a Community Ambassador is available for your event.**

Mail form to: WCHS, ATTN: Volunteer Coordinator, 3650 State Road 60, Slinger, WI 53086

Fax: 262-677-0388 Email: Volunteer@wchspets.org Phone: 262-677-0731

**This Side For WCHS Internal USE Only**

Volunteer Coordinator Asks: Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Ambassador(s) Committed to Event:

\_\_\_\_\_

Operations Manager Notified: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Animal (s) Approved:

Cat/Dog: \_\_\_\_\_

Supplies needed (circle all that apply):

- |                |             |                   |
|----------------|-------------|-------------------|
| Pet Carrier    | Cat Condo   | Blankets          |
| Leash          | Water Bowls | Litter Box Litter |
| Toys           | Food        | Treats            |
| Cage Card      | Media Box   | Table             |
| Chair(s) _____ | Banner      | Donation Box      |

Volunteer Signing out items: \_\_\_\_\_ Time: \_\_\_\_\_

WCHS Employee Verifying items/animal returned: \_\_\_\_\_

Follow up call with host: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Funds raised: \_\_\_\_\_

Donations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Volunteer Coordinator Initials: \_\_\_\_\_ PR Coordinator Initials: \_\_\_\_\_

Operations Manager Initials: \_\_\_\_\_ Office Manager Initials: \_\_\_\_\_

Executive Director Initials: \_\_\_\_\_