

Confirmed Date: _____
Entered into Access Database _____
Sent Email to Volunteers _____

THE FAMILY VAN

We are Family

The Family Van Request Form
Please return 30 days prior to requested date

Requesting Agency's Information

Name of Contact:	_____
Title of Contact:	_____
Agency or Organization:	_____
Address:	_____
Telephone:	_____ Fax: _____

Event Information

Name of Event:	_____
Date:	_____ Rain/alternate date: _____
Time(s) during which The Van will be needed:	_____
Location:	_____
Address:	_____
Outdoor?	_____ Indoor? _____

To help us better prepare for this event, please answer the following:

What is the purpose of this event? What group or groups are being focused on at this event?(e.g. women and infants, children, teens, elderly, etc.) Besides English, what languages will be represented? How many people are expected to attend this event? What other agencies or organizations will be participating or are expected to attend? What types of outreach and/or advertising have been done in preparation for this event? Date by which we should confirm our participation in this event?
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Please include a flyer for this event when you return or fax this form. Thank You!



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