

VOLUNTEER REQUEST FORM



Thank you for your interest in the helpful and energetic volunteers of Montecito Bank & Trust. We do our very best to accommodate all the volunteer requests we receive from our clients, but with a staff of 265 associates from Solvang to Westlake, resources can be limited. Please allow at least 6-8 weeks for the recruitment process. This provides us enough time to approve the request and reach out to our team and see how many of them are willing to donate their time. In addition to completing this form you will need to complete the online request form at montecito.bank/community/volunteer. This form will be uploaded to the attachments section on page 2 of the online form. We look forward to working with you on this process!

- ___ Y ___ N Do you have your primary banking relationships with Montecito Bank & Trust?
- If yes...please continue completing this form.
Tax ID # _____
 - If no...due to the high number of requests we receive, we are only able to provide volunteer service to clients who have their primary banking relationships with MB&T.
- ___ Y ___ N Has Montecito Bank & Trust already provided volunteers to you this year?
- If yes...in order to support as many of our clients as possible, we will not be able to assist you again as we limit our volunteering to one event per organization per year.
 - If no...please continue with completing this form.

General information:

Organization _____

Event name _____

Date of event ____/____/____ Event start time:_____ Event end time:_____

Location of event _____

Address of event _____

Contact name _____

Contact email _____

Contact phone (____) _____ Cell (____) _____

Dress code for event _____

Number of guests attending _____

Timeline of events:

Registration: starts _____ ends _____

Silent auction: starts _____ ends _____ checkout begins _____

*Note: There **must** be a **20-30** minute gap between the time bid sheets are collected and silent auction check-out begins in order to give volunteers plenty of time to organize and tally bid sheets.*

Raffle ticket sales: starts _____ ends _____

Live auction: starts _____ ends _____

Paddle raise: starts _____ ends _____

Other (please explain): _____

Number of Volunteers & Shift Times:

	<u>Volunteer arrival time</u>	<u>Volunteer end time</u>
#___ Registration	_____	_____
#___ Auction check-out cashiers for: (Check all that apply)	_____	_____
<input type="checkbox"/> Silent auction ___# of silent auction items		
<input type="checkbox"/> Live auction ___# of live auction items		
<input type="checkbox"/> Paddle Raise		
#___ Runners for auction item pick-up area	_____	_____
#___ Spotters for live auction/paddle raise	_____	_____
#___ Raffle ticket sales	_____	_____
#___ Other (please explain): _____	_____	_____

Tips to determine the # of volunteers you need

Checkout cashiers = 1 volunteer for every 20 auction items

Runners = 1 volunteer for every 50 auction items

Spotters = 1 volunteer for every 30 people

#___ Total # of volunteers

Additional questions:

Will you be accepting: ___Cash ___ Credit Cards ___Checks payable to:_____

___Y ___N Do you have a Square Account?

➤ If yes, please provide:

Username: _____

Password: _____

➤ If no, how do you plan on taking payment? _____

Silent auction bid sheets will be organized by ___Last Name ___Bid Number

___Y ___N Would you like MB&T volunteers to collect silent auction bid sheets from tables?

___Y ___N Would you like MB&T volunteers to organize collected bid sheets?

___Y ___N Do you need pens for your silent auction? Quantity _____

___Y ___N Will MB&T volunteers receive a meal?

Please explain in detail any additional duties you're expecting of MB&T volunteers:

For questions, please contact:

Brianna Aguilar

AVP – Events and Community Programs Officer

Montecito Bank & Trust

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