



Pettaway Pursuit Foundation
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VOLUNTEER FACILITATOR FORM

Instructions: PLEASE PRINT and complete the following form in full. Please submit this form to Pettaway Pursuit Foundation via fax or email along with your credentials.

Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Class Information

Class Title			
Location			
Date		Time	

Upon signing and submitting this form to PPF, I agree and understand that I am responsible for adhering to the following policies:

- All dates and times listed are confirmed upon submission
- PPF reserves the right to cancel a class for any reason with prior notice of at least 1 hour from the scheduled class
- Cancellations by the facilitator require a 3-day advance notification to PPF
- Canceled classes will not be compensated with a stipend
- The facilitator must advise Pettaway Pursuit Foundation 1 week in advance of any materials (physical/digital) needed; always subject to review by Executive Director
- The facilitator is responsible for any costs due to broken or damaged property

Facilitator Signature: _____

Date: _____

PPF Representative Signature: _____

Date: _____

“Pursuant to Internal Revenue Code requirements for substantiation of charitable contributions, no goods or services were provided in return for the Tax-Deductible contributions.”