



Pettaway Pursuit Foundation  
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 www.pettawaypursuitfoundation.org

## 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

<b>Class Title</b>			
<b>Location</b>			
<b>Date</b>		<b>Time</b>	

**\*Upon signing this form, I agree and understand that once the form is submitted to Pettaway Pursuit Foundation, I am responsible for adhering to the following policies:**

- All dates and times listed are confirmed upon submission
- Pettaway Pursuit Foundation reserves the right to cancel a class for any reason with prior notice of at least 1 hour from the scheduled class
- In the event of cancellation by the facilitator, the facilitator must notify Pettaway Pursuit Foundation 3 days in advance
- 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 Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Facilitator 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."*