



Hello **OTSL Volunteers**,

Getting involved is easy. The attached forms will provide you with the necessary information on how to get started and serve our community. Service Requirements must be fulfilled between January 1, 2008 and December 20, 2008.

Employees are asked to participate in at least one project per year or dedicate at least five minimum hours of individual service to a volunteer agency. These hours must be hands on service that involves working directly with listed volunteer agencies. Most community service opportunities are available after hours or during the weekends. Employees are expected to be dedicated about fulfilling the needs of the selected organizations and of our community.

Volunteer work done with agencies not listed must be cleared before volunteering and a **Volunteer Request Form** must be completed. Alternate activity forms are listed below and needed for all volunteer activity. If an employee wishes to propose an alternative service idea, he/she must submit it to OTSL Charities for approval prior to doing the project.

As Executive Director of OTSL Charities, I will monitor all programs, projects and hours. For additional information, please feel free to contact me at gblack@otsl.com. You can also contact Georgie Cornelius, Executive Assistant, at (972) 780-2303 or gcornelius@otsl.com.

Happy Volunteering!

A handwritten signature in black ink, appearing to read "G. Black".

Volunteer Schedule

	Mon	Tue	Wed	Thu	Fri	Sat

Total Collective Hours: _____

Detail Description:

Contingency Plan:

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Attire: OTSL Charities Volunteer T-shirts