

Volunteer Event Sign-Up Sheet



Title of the Event: _____

Date of the Event: _____ # of Event Attendees: _____

Please print clearly so we can correctly type your LOA. All information is needed for your LOA to be correct.

	Last Name	First Name	Rank & Service Branch (HM3, USN)	Battalion/Squadron Plus Regiment/Group Plus Division/Logistics Group/Wing	EDIPI / MOS	Email address/work or personal	Time In & Time Out	
						Please print legibly. We are now emailing Letters of Appreciation (LOAs). You should receive yours within 10-15 business days		
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

***Please fax this form to the SMP Office 910-451-9164 or email to lejsmpvp@usmc-mccs.org within 5 days of the event. The Single Marine Program would like to ensure all volunteers receive credit for their volunteer service within 10-15 business days of the event..**

*Event Coordinator's Signature: _____

*Name of Organization: _____ Phone # or Email Address: _____

Office Use Only: Entered Into Database _____ Emailed LOAs _____

Updated 10/25/16 SRW