

# 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 200 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](http://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: <i>(Check all that apply)</i>	_____	_____
<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 <i>(please explain)</i> : _____	_____	_____

**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 as well as any COVID-19/safety protocols that will be in place:

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For questions, please contact:

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