

Native Village of Eyak  
110 Nicholoff Way  
P.O. Box 1388  
Cordova, Alaska 99574-1388  
P (907) 424-7738 \* F (907) 424-7739  
www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

## Request for Volunteer Time Off

Must be requested two weeks in advance

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Schedule: Full-Time  Part-Time

Dates requested from \_\_\_\_\_ Through \_\_\_\_\_ Total Hours \_\_\_\_\_

Name of organization volunteering for: \_\_\_\_\_

Event where you will be volunteering: \_\_\_\_\_

Volunteer duties: \_\_\_\_\_

Benefit to the community: \_\_\_\_\_

How will this meet NVE's mission? \_\_\_\_\_

Responsibilities Assigned:	Staff Assigned:	Staff Initial Acceptance:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**It is the employee's responsibility to ensure that their timesheet is completed, direct reports timesheets are completed, PO Approval Substitution is taken care of, and all required purchase orders are completed, or alternate arrangements have been made prior to time off.**

\_\_\_\_\_  
Employee Signature Date

VTO Committee Approval Information:

VTO Approved  VTO Denied

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
HR Signature Date

\_\_\_\_\_  
Office Manager Signature Date

HR:  
Posted to Travel Calendar \_\_\_\_\_ Posted to VTO Log \_\_\_\_\_