

**Service Opportunity
FACT Sheet**

For Office Use Only:
_____ Date Received
_____ Date Added to Bulletin

Organization Name	
Organization Description	
Organization Website	
Contact Person	
Contact Phone #	
Contact E-mail	

Service Project Description:

Recurring Project: _____ One-Time Project: _____

Date(s) of Service Project:

Time Volunteers Should Arrive:

Length of Time Required:

Number of Volunteers Needed:

Recommended Clothing:

Supplies Required: YES _____ NO _____ If yes, what supplies:

Food and/or Drinks Provided: YES _____ NO _____ If yes, what:

Address of Service Site:

Directions to Service Site from Xavier:

Transportation Available: YES _____ NO _____ please describe:

Is the Service Site on the Bus Line (if yes indicate which numbers)?

Contact Person for Day of Service Project:

Contact's Phone #:

Deadline to Sign Up for Service Project:

Please fax completed form to 513-745-3371 or email to Service@Xavier.edu