



### Volunteer Recommendation Request Form

**To the Student:** Please allow 3-5 business days for your request to be processed and for your letter to be written. Also, all letters will need to be picked up within 7 days of the request unless prior arrangements have already been made with Volunteer Center staff.

\_\_\_\_\_  
Last Name                      First                      Middle

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Current Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Agency Volunteered For

\_\_\_\_\_  
Total Hours Volunteered

Date of Service:

From: \_\_\_\_\_  
(Month & Year)

To: \_\_\_\_\_  
(Month & Year)

\_\_\_\_\_  
Number of Copies of Letter needed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Description of Activities Performed:

Agency Contact Information:

\_\_\_\_\_  
Last Name                      First                      Middle

\_\_\_\_\_  
Current Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Latest Date to Return Letter to Student

**Volunteer Center of the  
University of North Texas**  
  
University Union Suite 320  
940.565.3021(phone) 940.565.4446(fax)

Office Use Only:  
Date Received: \_\_\_\_\_  
Added to Data: \_\_\_\_\_