



## Volunteer Time Off (VTO) Request Form

<b>Employee Name:</b>	
<b>Community Organization Name:</b>	
<b>Nature of Organization:</b>	
<b>Date/Hours Requested:</b>	
<b>Specific Service You Will Be Providing:</b>	

This is to acknowledge that I desire to volunteer my services performing duties listed above and that these services rendered by me will be solely at the direction of the organization listed above. I represent that I will not receive any monetary or other compensation by the organization for my time, although I may accept meals provided during my performance of services.

I understand that I am not acting in the course and scope of my employment while utilizing VTO; therefore, I agree to hold Royal American Companies harmless in the event of any injury or other loss occurring while engaged in any activity for which I am receiving VTO. I further understand that Royal American Companies retains the sole discretion to approve or deny my request for VTO.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**\*\* Submit Form to Human Resources when approved \*\***