

Hoffman Auto Group

2018 Community Service / Volunteer Day

Request Form

Employee Name

Department/Dealership

SELECT ONE

Requested service date(s): _____

Full day (8 hours)

Half day (4 hours)

Organization Name:		Contact Person:	
Organization Address:		Contact Phone:	
		Contact Email:	

Description of activities to be performed:

Employee signature

Date

Manager approval

Date

Note: Written confirmation from the organization contact person is required within two (2) business day after service completion. Email from the organization event organizer (must be from an organization official email, not personal account) confirming the above information and successful completion or a signed note on the organization letterhead will satisfy requirement. Employee will receive compensation for the time, however without proper information delivered to TEC the employee's paycheck will be retro-adjusted in the subsequent pay period.