

CARROLL FIRE DEPARTMENT AUXILIARY

Project / Task Request & Assignment Form

Use this form to submit a project or task for the Auxiliary — whether it's something you've noticed that needs doing, or a request from the Fire Department. Completed forms should be brought to a subcommittee or general meeting, where a volunteer lead will be identified to take charge of getting it done.

1. REQUEST INFORMATION

Date Submitted:	
Submitted By (Name):	
Submitted By — Role:	
Contact Info (phone/email):	
Source of Request (Auxiliary member / Fire Dept. / Officer):	
Priority Level (Low / Medium / High / Urgent):	

2. PROJECT / TASK DESCRIPTION

Project / Task Title:
Description of Project / Task — what needs to be done and why:
Materials, Budget, or Resources Needed (if any):

3. VOLUNTEER LEAD & TIMELINE

Date Assigned at Meeting:

Volunteer Lead (Name):	
Lead's Contact Info:	
Task Completed By: Lead Alone / With a Team (circle one)	
Projected Completion Date:	
Actual Completion Date:	

If the lead is gathering help from other Auxiliary members, list them below:

Volunteer Name	Role / Task Portion	Contact Info

4. STATUS UPDATES

Status Updates / Notes (add date with each update):

5. COMPLETION & SIGN-OFF

Completed By (Signature):	Date Completed:
Reviewed / Closed By (Officer):	Date Reviewed: