

Encl 8

CHAPEL VOLUNTEER REGISTRATION

(This form may be used in place of DD 2793)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

1. **AUTHORITY:** 10 USC 3012
2. **PRINCIPLE PURPOSE:** To record essential background information on chapel volunteers.
3. **ROUTINE USES:** Coordinate chapel volunteers, recruit and place volunteers, record emergency points of contact for volunteers, create roster of volunteers for chapel use and for the post-wide community volunteer coordinator, collect hours of volunteers, and recognize volunteers for their chapel contributions.
4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Providing information is voluntary. Not providing information will restrict the management of chapel volunteers.

NAME: _____ **HOME/WORK PHONE:** _____

ADDRESS: _____ **EMAIL ADDRESS:** _____

BIRTHDATE: _____ **DUTY STATUS:** _____
(Active duty, DOD Civilian, Other)

SPONSOR NAME: _____ **UNIT:** _____ **PCS DATE:** _____

EMERGENCY NOTIFICATION: _____ **SS#** _____
(Name and Number mandatory) (Last Four)

PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS:

- I understand my hours will be recorded in support of the community volunteer program. _____ (Initial)
- I understand that the above information will be provided to the Installation Volunteer Coordinator. _____ (Initial)
- I do/do not (circle one) wish to be submitted for any individual award recognition. _____ (Initial)

Congregation Preference:

(For those interested in volunteering during the worship hour.)

Authorized Positions (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Sunday/Sabbath School | <input type="checkbox"/> Vacation Bible School |
| <input type="checkbox"/> Catholic Religious Education | <input type="checkbox"/> Chapel Council |
| <input type="checkbox"/> Sacramental Preparation | <input type="checkbox"/> RCIA |
| <input type="checkbox"/> Bible Study | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Reader/Lector | <input type="checkbox"/> Extraordinary Minister |
| <input type="checkbox"/> Weekday Religious Education | <input type="checkbox"/> Children's Church/Liturgy |
| <input type="checkbox"/> Choir/Special Music/Musician | <input type="checkbox"/> Administrative Work |
| <input type="checkbox"/> PWOC/MCCW/PMOC | <input type="checkbox"/> Usher |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other |

