



Dear Community Partner,

Thank you for your interest in partnering with New York Life Insurance Company's corporate volunteer program, Volunteers for Life (VfL). Our VfL volunteers generously donate their time, talents and skills to a variety of organizations. While we would like to be able to accept all volunteer requests, the Company's work schedule, time commitment and budget may limit the number of projects we can offer.

Please review the following guidelines. If your request for volunteer assistance meets the guidelines, please complete and return the attached volunteer request form.

VfL Guidelines

- Eligible organizations must be 501(c)(3) and submit a copy of the certificate of insurance with request
- Individuals will not be considered for volunteer projects
- Agencies with a mission focused on children or child-related causes are given priority
- Volunteer projects should be scheduled after 4:00 p.m. on weekdays or on weekends
- Request should include clear, measurable goals; a timetable, and budget, if necessary
- Allow at least two months in lead time to implement a project
- Agencies with a New York Life volunteer in place are given priority
- Low to no cost projects are encouraged

Thank you for your support of volunteerism and your work to enhance and build a stronger community.

Volunteers for Life Team

Volunteers for Life Request for Volunteers
E-mail completed form to Volunteersforlife@newyorklife.com

Organization Name:	
Address:	
Contact Person & Title:	
Telephone Number:	
Fax Number:	
E-mail:	
Web Address:	
Mission Statement:	
Population Served:	
Group Volunteer Opportunities:	
Requirements	

FOR A SPECIFIC PROJECT(S):

Possible Date(s) of Project:
Type of Project:
Time of Project:
Location of Project:
Number of volunteers needed:
Brief description of proposed volunteer activity (You may attach additional document):
Any financial aid required with the proposed project? If yes, how much?
What impact will this volunteer project make to your clients and/or your target population? How will this volunteer project further the organization's mission?

For VfL Council Review:

<i>Accept:</i>	<i>Confirmed date:</i>	<i>Name of Team Leader:</i>
<i>Declined:</i>	<i>Reason:</i>	

